



## Eugene School District 4J - Mileage Reimbursement Request

Use this form to request mileage reimbursement for district-related travel in your personal vehicle. Please do not use acronyms. Once completed/signed, please turn this form into Financial Services or email your form to [finance@eugene4j.freshservice.com](mailto:finance@eugene4j.freshservice.com)

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Account #: \_\_\_\_\_

Building/Dept: \_\_\_\_\_

DATE	FROM LOCATION	TO LOCATION	PURPOSE	PARKING	MILES	ROUND TRIP
------	---------------	-------------	---------	---------	-------	------------

**This Page Total**

**Total (Both Pages)**

Employee's Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

\* If you are not using the grid mileage form at the back, documentation must be provided and attached to this form. Mileage documentation can be a map showing shortest mileage between destinations such as Google Maps. Make sure to check the box if you are going round trip. If the form is incomplete, it will returned without processing.