



Eugene  
School  
District 4J

Form Location: [http://www.4j.lane.edu/files/forms/finsvc/4j\\_finsvc\\_mileage\\_reimbursement.pdf](http://www.4j.lane.edu/files/forms/finsvc/4j_finsvc_mileage_reimbursement.pdf)

# Mileage Reimbursement

Revised 11/14/07

Form Owner: Financial Services

## USER INSTRUCTIONS

**Form Purpose:** Use this form to request mileage reimbursement for district-related travel in your personal vehicle.

**How to Complete this Form:** Fill out this form on-line and then print it. Alternately, print this form and complete it by hand.

**How to Submit this Form:** Submit a hard copy of this form.

**Where to Send this Form:** Please return a hard copy of this form to Financial Services-Payroll.

**Deadline:** Completed forms must be received in the Financial Services office by the 15<sup>th</sup> of the month in order for you to receive reimbursement on that month's paycheck.

**Additional Information:** Additional space is provided on the reverse side of this form. You may use additional sheets if necessary. The district will calculate the reimbursement amount.

## ACCOUNT INFORMATION

Name:

Employee Number:

Building/Department:

In-District Mileage Account:

Out-of-District Mileage Account:

## PLEASE TYPE OR PRINT INFORMATION (Additional space is provided on the back of this form)

DATE	FROM LOCATION	TO LOCATION	PURPOSE	PARKING	MILES
<b>Total This Side</b>					
<b>Total Both Sides</b>					

## PLEASE SIGN AND HAVE YOUR ADMINISTRATOR SIGN

Employee's Signature:

Administrator's Signature:

Type or Print Administrator's Name:

## FINANCIAL SERVICE USE ONLY

Total In-District Reimbursement:

Total Out-of-District Reimbursement:

Total Reimbursement:

**PLEASE TYPE OR PRINT INFORMATION**

DATE	FROM LOCATION	TO LOCATION	PURPOSE	PARKING	MILES
<b>Total This Side</b>					
<b>Total Both Sides</b>					