Emery County School District

Mileage Reimbursement Form A (.38 cents per mile)

District approved mileage will be reimbursed at half the current IRS rate when an employee chooses to take their own vehicle and a District vehicle was reasonably available. Half of the current IRS rate is .3625 cents per mile. Please enter actual, not estimated mileage. All mileage is verified through online mileage calculators (Google Maps or similar).

Mileage Reimbursement Claim

Employee's Name _____ Mailing Address _____ Phone Number _____

Supervisor's Name _____ School / Dept _____ Date _____

Travel Description (To & From)	Travel Date(s)	Reason for Travel	Miles	Mileage Rate	Amount
				$0.38	
				$0.38	
				$0.38	
				$0.38	
				$0.38	
				$0.38	
				$0.38	
				$0.38	

Travel Account: _____ **Total Mileage Reimbursement**

Employee Signature: _____

Supervisor Signature: _____

Business Office Approval: _____