# Fern Ridge School District 28J
# Mileage Reimbursement Request

*Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate established by the Internal Revenue Service (IRS) at* http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates. ***All requests for reimbursement must show date, destination, purpose, and miles traveled with Mapquest attached (outside of Lane County).***

Name:_____

Budget Account to Charge: _____

| Date | Description/Purpose | Miles | Amount |
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*Your signature below substantiates that the request for reimbursement was not for the use or benefit of any individual person but solely for the use and benefit of the Fern Ridge School District.*

**Claimant Signature:** _____ **Date:** _____

**Administrator Approval:** _____ **Date:** _____