

Port Townsend School District Local Travel Mileage Claim Form

Name [print]: _____

Trip Date/Start: _____

School / Program: _____

Trip Date/End: _____

MILEAGE DETAILS

Date	Starting Point	Destination	Miles Traveled	Round Trip?	Purpose of Trip

Summary for Reimbursement Purposes:

_____ Trips to _____ @ _____ miles = _____ miles
 _____ Trips to _____ @ _____ miles = _____ miles
 _____ Trips to _____ @ _____ miles = _____ miles
 _____ Trips to _____ @ _____ miles = _____ miles

Reimbursement Requested: Total Miles above _____ @ \$0.585 / mile = \$ _____

I hereby certify that this is a true and correct claim for necessary travel expenses incurred and for which I have not been reimbursed in any form. **To be submitted monthly.** Local Travel includes regular trips made as part of a job assignment such as music specialists and therapists. A one-way mileage reference list is included on the back of the form for reference. Brinnon, Quilcene and Chimacum are considered local, but farther away destinations are not.

Claimant Signature: _____ Date: _____

Budget Account Code to Charge: _____

Administrator Approval: _____ Date: _____

Mileage Reference List* (One-way)

Administration / HS → Salish Coast Elementary School	1.4
Administration / HS → Mountain View Campus	0.4
Administration / HS → Blue Heron Middle School	1.2
Mountain View Campus → Blue Heron Middle School	1.3
Mountain View Campus → Salish Coast Elementary School	1.0
Salish Coast Elementary → Blue Heron Middle School	1.5
Administration / HS → Port Townsend Post Office	0.7
Administration → Brinnon	32.0
Administration → Quilcene	26.0
Administration → Chimacum	10.2

*These mileage figures have been determined through district experience over time. They are for your convenience. If you kept your own mileage, and it was slightly different, you are free to use your own mileage readings.

REMINDER: Trips to other areas outside of the above list (Sequim, PA, Bremerton, etc.) are to be claimed on a Travel Expense Report form.