## 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 \_\_\_\_\_\_ @ \$0.67 / 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 $ ightarrow$ 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.