



Emery County School District

2018-19 Mileage Reimbursement (7/1/18 - 6/30/19)

Form B (.545 per mile)

District approved mileage will be reimbursed at the current IRS rate as long as a District vehicle was not reasonably available. The current IRS rate is 54.5 cents per mile. If this form is opened in Acrobat Reader, when mileage is entered below (under the "Miles" column), the reimbursement will automatically calculate. 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

Travel Account: _____ **Total Mileage Reimbursement**

Employee Signature: _____ Supervisor Signature: _____ Business Office Approval: _____