



# Emery County School District

2019-20 Mileage Reimbursement (7/1/19 - 6/30/20)

Form A (.29 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 29 cents per mile. If this form is opened in Acrobat Reader, when mileage is entered below (under the "Miles" column), the form will automatically calculate your reimbursement. 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: \_\_\_\_\_