



# Emery County School District

## 2020-21 Mileage Reimbursement (7/1/20 - 6/30/21) Form B (.58 per mile)

Print Form

Reset Form

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 58 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: \_\_\_\_\_