

**LEMON GROVE SCHOOL DISTRICT  
EXPENSE CLAIM FOR MILEAGE OF EMPLOYEE'S CAR**

DATE *	MILES TRAVELED	PURPOSE	FROM	TO	RETURNED TO

**TOTAL MILES:** \_\_\_\_\_      **RATE PER MILE:** \$ \_\_\_\_\_      **TOTAL CLAIM:** \$ \_\_\_\_\_

**MILEAGE CHART:**

COUNTY OFFICE	13 MI.
CIVIC CENTER	12 MI.
SAN DIEGO STATE	6 MI.
GROSSMONT DIST.	7 MI.
CAJON VALLEY DIST.	10 MI.
LA MESA-SPRING VALLEY DIST.	4 MI.
ESCONDIDO	35 MI.

I HEREBY CERTIFY THAT THE FOREGOING IS AN ACCURATE STATEMENT OF MILEAGE ON AUTHORIZED SCHOOL DISTRICT BUSINESS AND THAT LIABILITY INSURANCE WAS IN FORCE PROTECTING THE SCHOOL DISTRICT AND MEMBERS OF THE GOVERNING BOARD.

CLAIMANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_

THE BOARD MAY ESTABLISH AN ALLOWANCE ON EITHER A MILEAGE OR MONTHLY BASIS TO REIMBURSE AUTHORIZED EMPLOYEES FOR THE USE OF THEIR OWN VEHICLES IN THE PERFORMANCE OF ASSIGNED DUTIES. THE ANNUAL INTERNAL REVENUE RATE OF REIMBURSEMENT WILL BE UTILIZED FOR DESIGNATED EMPLOYEES FOR THE USE OF THEIR OWN VEHICLES IN THE PERFORMANCE OF ASSIGNED DUTIES.

(LEMON GROVE BOARD POLICY 714; EDUCATION CODE 44032, 44033)

B-13 (Rev. 12/2010)

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

\* Mileage reimbursement requests must be submitted to the District Office on a monthly basis. Also, the requests for the month of June must be submitted to the District Office no later than June 30<sup>th</sup>.

**LEMON GROVE SCHOOL DISTRICT  
MILEAGE CHART**

	District Office	Education Center	Lemon Grove Middle	Central Kitchen	Golden Avenue	Vista La Mesa	San Miguel	San Altos	Monterey Heights	Mount Vernon	Palm Middle
District Office	0.0	0.0	0.1	0.1	0.4	2.0	1.4	2.0	1.5	1.0	0.8
Education Center	0.0	0.0	0.1	0.1	0.4	2.0	1.4	2.0	1.5	1.0	0.8
Lemon Grove Middle	0.1	0.1	0.0	0.0	0.3	1.9	1.3	1.9	1.6	1.1	0.9
Central Kitchen	0.1	0.1	0.0	0.0	0.3	1.9	1.3	1.9	1.6	1.1	0.9
Golden Avenue	0.4	0.4	0.3	0.3	0.0	1.6	1.4	2.2	1.8	1.5	1.3
Vista La Mesa	2.0	2.0	1.9	1.9	1.6	0.0	1.4	2.0	3.4	2.9	2.7
San Miguel	1.4	1.4	1.3	1.3	1.4	1.4	0.0	1.1	1.6	1.8	1.6
San Altos	2.0	2.0	2.0	1.9	2.2	2.0	1.1	0.0	1.1	2.1	2.3
Monterey Heights	1.5	1.5	1.6	1.6	1.8	3.4	1.6	1.1	0.0	1.5	1.7
Mount Vernon	1.0	1.0	1.1	1.1	1.5	2.9	1.8	2.1	1.5	0.0	0.6
Palm Middle	0.8	0.8	0.9	0.9	1.3	2.7	1.6	2.3	1.7	0.6	0.0