



Fern Ridge School District 28J Mileage Reimbursement Request

Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate established by the Internal Revenue Service (IRS) at <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>. All requests for reimbursement must show date, destination and purpose, and miles traveled.

Name: _____

Budget Account to Charge: _____

Date	Description/Purpose	Miles	Amount

Your signature below substantiates that the request for reimbursement was not for the use or benefit of any individual person but solely for the use and benefit of the Fern Ridge School District.

Claimant Signature: _____ Date: _____

Administrator Approval: _____ Date: _____