



Make sure the "Highlight Existing Fields" button is selected.

Note: The fields with red border are required.

OAK RIDGE SCHOOLS MILEAGE REIMBURSEMENT REQUEST (LOCAL) *(Not to be used for PD and/or Travel)*

NAME

Delivery

Date Submitted

BUILDING ASSIGNMENT

Report Month

**enter 1 trip per line*

DESTINATIONS *(Select destinations from dropdown lists)*

*DATE	Starting Location	Destination 1	Miles from Start to Dest. 1	Destination 2	Miles from Dest 1 to Dest 2	Destination 3	Miles from Dest 2 to Dest 3	Destination 4	Miles from Dest 3 to Dest 4	PURPOSE	MILES

	TOTAL MILES	
MILEAGE REIMBURSEMENT PER MILE \$0.56	Amount Due	

<i>For Business Office Use Only</i>			
Budget Account Code			
		Audited By:	Date
Employee Signature	Date	Building/Department Approval	Date
		Approval By:	Date

OAK RIDGE SCHOOLS MILEAGE REIMBURSEMENT REQUEST

OAK RIDGE SCHOOLS MILEAGE REIMBURSEMENT CHART

Reimbursement for travel between Oak Ridge Schools locations will be made based on the chart below. Please use the mileage amounts shown when making a claim for travel or mileage reimbursement.

	GES	LES	WBES	WES	JMS	RMS	ORHS	PreK	SAB	BAF	CSC
GES		7.2	5.3	3.9	2.4	5.1	4.2	5.2	3.5	2.9	5.0
LES	7.2		2.2	4.5	6.9	2.4	3.4	4.0	4.5	4.9	4.0
WBES	5.3	2.2		2.6	4.0	0.5	1.5	2.1	2.2	2.9	2.3
WES	3.9	4.5	2.6		2.0	2.3	1.5	1.9	1.4	1.9	1.5
JMS	2.4	6.9	4.0	2.0		3.7	2.9	4.3	2.2	1.6	3.5
RMS	5.1	2.4	0.5	2.3	3.7		1.0	1.8	2.0	2.7	1.9
ORHS	4.2	3.4	1.5	1.5	2.9	1.0		1.7	1.2	2.2	2.5
PreK	5.2	4.0	2.1	1.9	4.3	1.8	1.7		2.5	3.2	0.9
SAB	3.5	4.5	2.2	1.4	2.2	2.0	1.2	2.5		1.2	2.5
BAF	2.9	4.9	2.9	1.9	1.6	2.7	2.2	3.2	1.2		3.0
CSC	5.0	4.0	2.3	1.5	3.5	1.9	2.5	0.9	2.5	3.0	

GES	Glenwood Elementary School
LES	Linden Elementary School
WBES	Willow Brook Elementary School
WES	Woodland Elementary School
JMS	Jefferson Middle School
RMS	Robertsville Middle School
ORHS	Oak Ridge High School
PreK	Oak Ridge Schools Preschool
SAB	School Administration Building
BAF	Blankenship Athletic Field
CSC	City Services Complex

Bank Trips (Round trip totals)				
GES	BOA	GES		8.00
JMS	BOA	JMS		5.80
WES	BOA	WES		3.40
ORHS	BOA	ORHS		1.00
RMS	BOA	RMS		2.60
WBES	BOA	WBES		3.40
LES	BOA	LES		7.20
SAB	BOA	SAB		2.60
ORHS	TN BK	ORHS		2.60
ORHS	TN BK	PO	ORHS	3.70
ORHS	BOA	SAB	ORHS	3.1
ORHS	WALM	ORHS		2.2
RMS	BOA	MAIL CTR	RMS	5.2
RMS	ST.M	RMS		3.3
WES	ST.M	WES		1.8