Maple Run Unified School District

MILEAGE REIMBURSEMENT

Per MRUSD F-01P, travel reimbursement requests must be submitted within 60 days of the date of travel.

Name: ______________________________ **Campus/Program:** ______________

Date	Explanation / Destination	Miles
	Total Miles	
	Current IRS Rate	.67
	Total Reimbursement	

Employee Signature: ______________________________ Date: ______________

Department Chair (if applicable): ______________________________ Date: ______________

Administrator / Supervisor Signature: ______________________________ Date: __________

Budget Code: ______________________________

V2.4.8.14