PARK CITY SCHOOL DISTRICT

Park City School District
FY18 Mileage Expense Reimbursement Form

As per District Policy 4010 Travel and Conference Reimbursement, District employees who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting the District can request mileage reimbursement. Please review the guidelines listed below before submitting your reimbursement request. ALL mileage will be calculated from the employees "Home Base" which is the work location or travelers residence whichever is closest to the destination.

* Travelers are encouraged to use District vehicles whenever possible
* When travelers drive personal vehicles to a conference, the total mileage reimbursement will be an amount that will not exceed the cost of airfare. When airfare is less than mileage reimbursement, travelers are encouraged to arrange air transportation.
* The District will reimburse at the official mileage rate established by the Internal Revenue Service for business travel. Mileage will be reimbursed from "Home Base" to destination using MapQuest. Addresses and a copy of MapQuest **MUST** be attached to the District Mileage Reimbursement Request.

Date	Purpose	Home Base (Beginning Address)	Destination (address)	Map Quest
				-
			$	0.545
Employee:			**$**	**-**

Signature: ______________________

Approval: ______________________

Account: ______________________