

MILEAGE REIMBURSEMENT REQUEST

BELGRADE SCHOOL DISTRICT

In-District Travel. All itinerant employees who are required to use their personal automobile to travel on a regularly scheduled basis will be paid the following stipend:

School Site -To- School Site Travel	Stipend per One-Way Trip*	Number of Trips per Month	Amount Claimed
Ridge View Site to Belgrade School Site (3.0 miles)	\$1.60		
Bus Barn to Administration Office	\$1.60		
Belgrade In-Town, School Site to School Site	\$.25		
<ul style="list-style-type: none"> • Travel to Heck/Quaw • Travel to Saddle Peak • Travel to Intermediate School • Travel to Middle School • Travel to High School • Travel to Alternative School 		_____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____
TOTAL FOR MONTH			
Other* _____			
*Rate is based on \$1.60/3 Miles			

The stipend amount listed above will be multiplied by the number of one-way trips between school sites. Travel stipends will be paid monthly based on supervisor approved travel voucher. *At the discretion of the Business Manager or Superintendent, travel to additional sites utilized for school programs and student activities may be eligible for a travel stipend. The amount of this stipend shall be proportional to the miles of the one-way trip to additional site compared to the miles of the one-way trip to the Ridge View School Site. No stipend shall be paid to travel from one's residence to the starting school/program site or to travel from the ending school/program site to one's residence.

I, the undersigned claimant, declare that under penalties of law that this account claim or demand is just and correct and that no part has been paid.

Signature of Claimant

Date

Signature of Immediate Supervisor

Date