

Menominee County ISD Local Travel and Expense Reimbursement Form

Name: _____ Period Covered: _____ To: _____

Address: _____

| Date | Destination or Explanation of Expense | Miles | *Other Expenses |
|------|---------------------------------------|-------|-----------------|
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Total miles multiplied by approved mileage rate (.67 cents for 2024)

TOTALS

| | |
|--|----|
| | \$ |
|--|----|

**Must attach receipt(s) for any other expenses to be reimbursed.*

REIMBURSEMENT TO REQUESTOR

| | |
|--|----|
| | \$ |
|--|----|

Signature of Requestor

Date of Request

| ASN # | AMOUNT |
|-------|--------|
| | \$ |
| | \$ |
| | \$ |

Signature of Authorized Approval

Date of Approval

PLEASE SEE OTHER SIDE FOR MILEAGE GUIDELINES

MILEAGE

- All travel must be by a direct travel route.
- If you are traveling outside of the district, a route planner (MapQuest, Google Map...) should be attached to the reimbursement form.
- Reimbursement will be paid at the prevailing IRS rate per mile.

Please use the following MILEAGE CHART when submitting your travel reimbursement

FROM the ISD to:

| | | <u>One-Way</u> | <u>Round Trip</u> |
|----------------|---|----------------|-------------------|
| CNPS | = | 33 Miles | 66 Miles |
| CS (Powers) | = | 41 Miles | 82 Miles |
| MAPS (Blesch) | = | 2 Miles | 4 Miles |
| MAPS (Central) | = | 2 Miles | 4 Miles |
| MAPS (HS/JH) | = | 2 Miles | 4 Miles |
| NCAS (Ele) | = | 46 Miles | 92 Miles |
| NCAS (HS) | = | 40 Miles | 80 Miles |
| SAPS | = | 20 Miles | 40 Miles |

FROM CNPS to:

| | | <u>One-Way</u> | <u>Round Trip</u> |
|------------|---|----------------|-------------------|
| NCAS (Ele) | = | 13 Miles | 26 Miles |
| NCAS (HS) | = | 8 Miles | 16 Miles |
| SAPS | = | 13 Miles | 26 Miles |

FROM SAPS to:

| | | <u>One-Way</u> | <u>Round Trip</u> |
|------------|---|----------------|-------------------|
| CNPS | = | 13 Miles | 26 Miles |
| NCAS (Ele) | = | 26 Miles | 52 Miles |
| NCAS (HS) | = | 21 Miles | 42 Miles |

FROM NCAS (HS) to:

| | | <u>One-Way</u> | <u>Round Trip</u> |
|------------|---|----------------|-------------------|
| NCAS (Ele) | = | 5 Miles | 10 Miles |