

MILEAGE REIMBURSEMENT REQUEST/APPROVAL

ST. MARIES JOINT SCHOOL DISTRICT NO. 41

240 S. 11TH STREET, P.O. BOX 384

ST. MARIES, IDAHO 83861

Effective July 1, 2020
MILEAGE CHART ON BACK

1. Pre-approval for reimburseable out of District travel is required.
2. Per Board Policy 401.11, if more than one employee travels to the same destination at the same time, mileage will be paid for one (1) vehicle only.
3. Request for Mileage Reimbursement must be received by the District Office by the 10th of the month for prior month's mileage.

DATE OF REQUEST: _____

Name: _____

Building/Dept: _____

Supervisor: _____

Date of Travel	Destination	Purpose of Travel	Mileage	Rate 0.575	Amount	Account Charged
				0.575		
				0.575		
				0.575		
				0.575		
				0.575		
				0.575		
				0.575		
				0.575		
				0.575		
TOTAL						

Verification:

CLAIMANT acknowledges that the above amount is correct, justly due and that no part herof has been previously reimbursed by a separate party.

SUPERVISOR acknowledges that the above amount is correct and that mileage has not been approved or paid to another claimant for the above travel.

Claimant Signature

_____ Date

Approved by Supervisor

_____ Date

Approved by Business Manager

_____ Date

Approved by Superintendent

_____ Date

For District Office use only

Date received: _____

In-district: _____

Activities: _____

Prof. Leave: _____

Other: _____

ST. MARIES JOINT SCHOOL DISTRICT NO. 41

MILEAGE AT .575 CENTS PER MILE

LOCATION	DISTANCE	AMOUNT
Avery	100	\$57.50
Boise	698	\$401.35
Bonnars Ferry	266	\$152.95
Calder	50	\$28.75
Camp N-Sid-Sen	60	\$34.50
Clarkston	223	\$128.23
Coeur d'Alene	120	\$69.00
Colfax	145	\$83.38
Ferris HS	126	\$72.45
Freeman, Wa	98	\$56.35
Grangville	328	\$188.60
Harrison	40	\$23.00
Idaho Falls	1087	\$625.03
Kamiah	282	\$162.15
Kellogg	104	\$59.80
Kendrick	142	\$81.65
Kootenai HS	25	\$14.38
Lakeland	140	\$80.50
Lapwai	254	\$146.05
Lewiston	212	\$121.90
Lewiston Airport	215	\$123.63
Libby	366	\$210.45
Mead HS	142	\$81.65
Missoula	400	\$230.00
Moscow	142	\$81.65
Mullan	148	\$85.10
New Meadows	434	\$249.55
Okanogan, WA	490	\$281.75

LOCATION	DISTANCE	AMOUNT
Ontario, Or	686	\$394.45
Orofino	230	\$132.25
Osborne	115	\$66.13
Plummer	40	\$23.00
Pocatello	1058	\$608.35
Post Falls	130	\$74.75
Potlatch	106	\$60.95
Priest River	220	\$126.50
Pritchard	120	\$69.00
Riverside, WA	202	\$116.15
Roselake	60	\$34.50
Roselake/Harrison	70	\$40.25
Sandpoint	204	\$117.30
Spangle, Wa (Liberty HS)	113	\$64.98
Spokane Downtown	130	\$74.75
Spokane Airport	150	\$86.25
Spokane Valley	118	\$67.85
Stoneridge	188	\$108.10
St. Maries High School	5	\$2.88
Sun Valley	1000	\$575.00
Superior, MT	252	\$144.90
Timberlake	166	\$95.45
Troy, ID	136	\$78.20
Twin Lakes, ID	146	\$83.95
Upriver	44	\$25.30
Wallace	128	\$73.60
Worley	50	\$28.75

EFFECTIVE July 1, 2020