

West Linn-Wilsonville School District
EMPLOYEE REIMBURSEMENT REQUEST 2024

Please submit in a timely manner (e.g., monthly or per term)

Reminder: You can not request for public funds if your credit card receives rewards or if you receive rewards points using a store reward program.

Name _____

Date _____

Date	Description	Miles	Meals	Lodging	Other Expenses (Specify)

USE THIS FORM effective January 1, 2024 for MILEAGE

Total Miles _____ X 2024 mileage rate @ _____ per mile \$ _____

Total Claim \$ _____ ATTACH RECEIPTS (should match total amount on PO)

Documentation of mileage must accompany this form (Google Map or Mileage Table)

I certify that the above information is a true and correct statement of expenses incurred in connection with my duty.

Signature

Employee ID Number



Original.....Business Office
Copy.....Staff Member

West Linn -Wilsonville School District

Mileage Table

	Administration Bldg	Athey Creek MS	Boeckman Creek PS	Bolton PS	Boones Ferry PS	Cedar oak Park PS	Clackamas ESD	CREST	District Ops Center	Frog Pond	Heumann Center	Inza Wood MS	Lowrie PS	Meridian Creek MS	Riverside HS	Rosemont Ridge MS	Stafford PS	Sunset PS	Three Rivers Charter	Trillium Creek PS	West Linn HS	Willamette PS	Wilsonville HS
Administration Bldg		4.1	4.1	7.5	6.8	7.1	12.5	6.6	1.7	3.7	5.3	6.4	6.3	3.7	1.9	6.0	2.0	7.1	1.3	5.4	6.9	4.4	4.3
Athey Creek MS	4.1		8.1	4.4	10.9	5.1	9.5	10.6	3.5	7.8	9.3	10.5	10.8	7.7	3.7	3.1	3.8	3.2	3.0	3.5	3.8	1.3	8.3
Boeckman Creek PS	4.1	8.1		11.5	3.0	11.1	16.5	2.8	5.7	0.9	1.5	2.6	2.9	1.0	5.9	10.0	6.0	11.1	5.3	9.4	10.9	8.4	0.0
Bolton PS	7.5	4.4	11.5		15.0	2.4	6.7	14.7	6.7	11.1	13.9	14.6	14.9	11.1	7.0	2.4	7.1	1.8	6.5	2.7	0.6	3.6	11.7
Boones Ferry PS	6.8	10.9	3.0	15.0		14.6	20.0	0.1	8.3	3.2	1.7	0.0	1.1	3.6	9.4	13.5	9.5	14.6	7.9	12.9	14.6	12.3	2.6
Cedar oak Park PS	7.1	5.1	11.1	2.4	14.6		9.0	14.3	5.7	10.7	13.5	14.2	14.5	10.7	5.9	2.5	5.5	2.9	6.6	2.3	2.7	4.6	11.2
Clackamas ESD	12.5	9.5	16.5	6.7	20.0	9.0		20.0	12.0	16.4	19.2	19.9	20.2	16.4	12.2	10.4	12.4	7.5	11.8	9.2	6.4	8.9	17.0
CREST	6.6	10.6	2.8	14.7	0.1	14.3	20.0		9.0	4.0	2.4	0.1	1.8	4.3	10.1	14.2	10.2	15.3	8.6	13.6	15.3	13.0	3.4
District Ops Center	1.7	3.5	5.7	6.7	8.3	5.7	12.0	9.0		5.3	6.8	8.0	7.8	5.3	0.0	4.7	0.0	5.7	1.1	4.0	6.3	3.8	5.8
Frog Pond	3.7	7.8	0.9	11.1	3.2	10.7	16.4	4.0	5.3		1.9	3.1	2.5	0.7	5.5	9.7	5.6	10.7	4.9	9.0	10.6	7.9	1.2
Heumann Center	5.3	9.3	1.5	13.9	1.7	13.5	19.2	2.4	6.8	1.9		1.4	1.7	2.0	6.9	11.1	7.0	12.1	6.3	10.4	12.0	9.3	1.1
Inza Wood MS	6.4	10.5	2.6	14.6	0.0	14.2	19.9	0.1	8.0	3.1	1.4		1.5	4.0	9.8	13.9	9.9	14.9	8.3	13.3	15.0	12.7	3.0
Lowrie PS	6.3	10.8	2.9	14.9	1.1	14.5	20.2	1.8	7.8	2.5	1.7	1.5		3.1	8.0	12.1	8.1	13.1	7.3	11.5	13.0	10.5	2.7
Meridian Creek MS	3.7	7.7	1.0	11.1	3.6	10.7	16.4	4.3	5.3	0.7	2.0	4.0	3.1		5.5	9.7	5.6	10.7	4.9	9.0	10.6	7.7	1.2
Riverside HS	1.9	3.7	5.9	7.0	9.4	5.9	12.2	10.1	0.0	5.5	6.9	9.8	8.0	5.5		4.9	0.1	5.9	1.3	4.3	6.6	4.1	6.0
Rosemont Ridge MS	6.0	3.1	10.0	2.4	13.5	2.5	10.4	14.2	4.7	9.7	11.1	13.9	12.1	9.7	4.9		4.7	1.4	5.4	0.8	2.0	2.5	10.4
Stafford PS	2.0	3.8	6.0	7.1	9.5	5.5	12.4	10.2	0.0	5.6	7.0	9.9	8.1	5.6	0.1	4.7		5.5	1.3	3.8	6.1	4.1	6.0
Sunset PS	7.1	3.2	11.1	1.8	14.6	2.9	7.5	15.3	5.7	10.7	12.1	14.9	13.1	10.7	5.9	1.4	5.5		5.9	1.9	1.3	2.4	10.5
Three Rivers Charter	1.3	3.0	5.3	6.5	7.9	6.6	11.8	8.6	1.1	4.9	6.3	8.3	7.3	4.9	1.3	5.4	1.3	5.9		4.8	5.8	3.3	5.4
Trillium Creek PS	5.4	3.5	9.4	2.7	12.9	2.3	9.2	13.6	4.0	9.0	10.4	13.3	11.5	9.0	4.3	0.8	3.8	1.9	4.8		2.5	3.0	9.6
West Linn HS	6.9	3.8	10.9	0.6	14.6	2.7	6.4	15.3	6.3	10.6	12.0	15.0	13.0	10.6	6.6	2.0	6.1	1.3	5.8	2.5		3.2	11.3
Willamette PS	4.4	1.3	8.4	3.6	12.3	4.6	8.9	13.0	3.8	7.9	9.3	12.7	10.5	7.7	4.1	2.5	4.1	2.4	3.3	3.0	3.2		8.6
Wilsonville HS	4.3	8.3	0.0	11.7	2.6	11.2	17.0	3.4	5.8	1.2	1.1	3.0	2.7	1.2	6.0	10.4	6.0	10.5	5.4	9.6	11.3	8.6	