

## Island Trees UFSD Intra-District Mileage

	<b>Island Trees High School</b>	<b>Memorial Middle School</b>	<b>Michael F. Stokes School</b>	<b>J. Fred Sparke School</b>	<b>Geneva N. Gallow / Administration</b>
<b>Island Trees HS</b>	N/A	0.29	1.17	1.32	1.40
<b>Memorial MS</b>	0.29	N/A	0.88	1.04	1.11
<b>Stokes School</b>	1.17	0.88	N/A	0.18	0.81
<b>Sparke School</b>	1.32	1.04	0.18	N/A	0.59
<b>Gallow / Admin</b>	1.40	1.11	0.81	0.59	N/A

### Instructions For Completing Mileage Reimbursement Form

- \*The new reimbursement form must be used when submitting mileage reimbursement beginning 4/1/09
  - \*Employees must use the Intra-district mileage above when traveling from school to school.
  - \*All requests must provide a valid budget code.
  - \*All requests must be approved by a supervisor prior to submission.
  - \*Reimbursement requests must be submitted on a timely basis. Employees who travel from school to school on a regular basis must submit their reimbursement request monthly.
  - \*All requests must be submitted to the business office by July 3 for the previous school year.
- \*All requests for mileage other than school to school must submit mapquest to document the mileage and may not include commutation from your home to the district.**