

Island Trees UFSD Intra-District Mileage

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