

ASHLAND SCHOOL DISTRICT 5
EMPLOYEE EXPENSE REIMBURSEMENT REQUEST

PAYMENT FOR TIME WORKED MUST BE SUBMITTED ON FORM CO-2, REGULAR TIME SHEET.

This form is provided to determine the amount to reimburse an employee for expenses incurred for district-related activities. Please list your expense and check your computation carefully. Provide **original receipts** for lodging, air-fare, registration fees, gas, misc. supplies/equipment and meals. **Original receipts are required for reimbursement.** Please do not hold receipts. They should be submitted by the end of the month in which the expense was incurred.

District per diem allowances: Meals: Breakfast \$5.00, Lunch \$7.50, Dinner \$10.00 (including gratuity).
 Motel/hotel: Single \$50.00 per night; Double \$60.00 per night.

Approved mileage chart is located on the back of this form.

PLEASE PRINT OR TYPE Date _____

Reason for Expense (Activity, Place, Date):

EXPENSE	PURPOSE/DESCRIPTION	TOTAL
1. Mileage* (_____ @ \$.325)		
2. Travel (gas, parking, etc.)		
3. Lodging		
4. Meals		
5. Registration fees		
6. Miscellaneous		
7. Supplies/Equipment		
TOTAL		\$

Make Check Payable to: _____

Send check to: (School or outside address) _____

Budget Accounts to be charged:

FUND	FUNCTION	OBJECT	AREA	LOCATION	AMOUNT

Employee Signature Date

Signature of Superintendent Date
or Business Manager

*For District 5 approved mileage chart, see reverse.

**ASHLAND SCHOOL DISTRICT 5
APPROVED MILEAGE CHART**

ROUND TRIP FROM ASHLAND TO:

OREGON:

Albany	438	Lake Oswego	566
Arlington	740	Lakeview	320
Astoria	748	Lebanon	440
Baker	894	Lincoln City	578
Bandon	364	Madras	486
Beaverton	564	McMinnville	528
Bend	400	Medford	24
Brookings	288	Merlin	108
Burns	598	Milton-Freewater	942
Butte Falls	95	Milwaukie	574
Canby	600	Mt. Ashland	47
Cave Junction	162	Murphy	110
Central Point	44	Newberg	538
Clatskanie	694	Newport	504
Condon	658	North Bend	370
Coos Bay	364	Nyssa	866
Coquille	328	Ontario	860
Corvallis	444	Oregon Caves	180
Cottage Grove	316	Oregon City	552
Crater Lake	178	Pendleton	884
Dallas	496	Phoenix	18
Eagle Point	50	Portland	570
Elgin	984	Prineville	472
Enterprise	1072	Prospect	122
Eugene	356	Rainier	664
Florence	404	Redmond	432
Forest Grove	580	Reedsport	362
Fossil	618	Roseburg	216
Glide	230	Salem	480
Gold Beach	350	Seaside	684
Gold Hill	60	Sheridan	534
Grants Pass	82	Silverton	504
Gresham	590	Springfield	352
Heppner	744	St. Helens	628
Hillsboro	584	Talent	12
Hood River	692	The Dalles	662
Independence	476	Tillamook	618
Jacksonville	34	Toledo	518
John Day	706	Union	964
Junction City	386	Vale	826
Klamath Falls	128	Varney Creek	90
LaGrande	944	Vernonia	644
Lake of the Woods	72	Woodburn	510

CALIFORNIA:

Berkeley	716	Palo Alto	800
Crescent City	280	Redding	290
Etna	140	San Francisco	700
Eureka	452	Tulelake	170
Oakland	700	Yreka	90

WASHINGTON:

Seattle	920
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