

## Basic Instructions to complete and sign fillable PDF forms

(For detailed instructions with screen shots, please see the link on the Business Services Resources website)

- Download the form to your computer
- Open the form in Adobe – make sure that it does not open in a web browser such as Edge or Google
  - If your form opens in the web browser do not begin to fill in the form. Close the web browser and go to your downloads folder to find the document.
  - Right click on the document and choose Open With, then open with Adobe Reader DC or Adobe Acrobat
  - If you do not have those choices, go to the Software Center on your computer and download Adobe Reader DC. *For assistance, please talk to IT. They should be able to help you download and set it as your default for pdf files.*
- Once it is opened in Adobe you should be able to fill in the information and digitally sign.
- To sign click in the signature box and follow the prompts for your digital signature.
  - If you have not set up a Windows Digital Signature, please do so at this time.
  - Make sure that you choose a Windows Digital ID, the other one will require a password and the Windows ID is available across all platforms.
- Before your signature is visible Adobe will ask you to save the form. Please save it with your initials so that you know it is the signed version.
- Once you have signed it you can email it to the next person who needs to sign it. If you are not sure who that is, send it to the Administrative Assistant in your Department.
  - For the digital signatures to work we need you to email the forms.
  - Please do not print and scan or hand carry them to the next person.

Please do not hesitate to reach out to me if you have any issues.

Thank you for your patience as we continue to work through this new way of doing things.

Sincerely,

*Gayle Jones*

Business Services

Data & Reporting Specialist

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**OAK RIDGE SCHOOLS**  
**LOCAL MILEAGE REIMBURSEMENT REQUEST**  
*(Not to be used for PD and/or Travel)*

**NAME** \_\_\_\_\_ **Delivery** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_  
**BUILDING ASSIGNMENT** \_\_\_\_\_ **Report Month** \_\_\_\_\_

*enter 1 trip per line*      **DESTINATIONS** *(Select destinations from dropdown lists)*

*DATE	Starting Location	Destination 1	Miles from Start to Dest. 1	Destination 2	Miles from Dest 1 to Dest 2	Destination 3	Miles from Dest 2 to Dest 3	Destination 4	Miles from Dest 3 to Dest 4	PURPOSE	MILES

<b>MILEAGE REIMBURSEMENT PER MILE \$0.70</b>	<b>TOTAL MILES</b>
	<b>Amount Due</b>

Budget Account Code		Business Office Use Only	
		Audited By:	Date
Employee Signature	Date	Building/Department Approval	Date
		Approval By:	Date

Note: Please click in signature box to create/insert digital signature. Save as pdf and forward to your admin assistant/bookkeeper/grant coordinator.

## OAK RIDGE SCHOOLS MILEAGE REIMBURSEMENT REQUEST

### OAK RIDGE SCHOOLS MILEAGE REIMBURSEMENT CHART

Reimbursement for travel between Oak Ridge Schools locations will be made based on the chart below. Please use the mileage amounts shown when making a claim for travel or mileage reimbursement.

	GES	LES	WBES	WES	JMS	RMS	ORHS	PreK	SAB	BAF	CSC
GES		7.2	5.3	3.9	2.4	5.1	4.2	5.2	3.5	2.9	5.0
LES	7.2		2.2	4.5	6.9	2.4	3.4	4.0	4.5	4.9	4.0
WBES	5.3	2.2		2.6	4.0	0.5	1.5	2.1	2.2	2.9	2.3
WES	3.9	4.5	2.6		2.0	2.3	1.5	1.9	1.4	1.9	1.5
JMS	2.4	6.9	4.0	2.0		3.7	2.9	4.3	2.2	1.6	3.5
RMS	5.1	2.4	0.5	2.3	3.7		1.0	1.8	2.0	2.7	1.9
ORHS	4.2	3.4	1.5	1.5	2.9	1.0		1.7	1.2	2.2	2.5
PreK	5.2	4.0	2.1	1.9	4.3	1.8	1.7		2.5	3.2	0.9
SAB	3.5	4.5	2.2	1.4	2.2	2.0	1.2	2.5		1.2	2.5
BAF	2.9	4.9	2.9	1.9	1.6	2.7	2.2	3.2	1.2		3.0
CSC	5.0	4.0	2.3	1.5	3.5	1.9	2.5	0.9	2.5	3.0	

GES	Glenwood Elementary School
LES	Linden Elementary School
WBES	Willow Brook Elementary School
WES	Woodland Elementary School
JMS	Jefferson Middle School
RMS	Robertsville Middle School
ORHS	Oak Ridge High School
PreK	Oak Ridge Schools Preschool
SAB	School Administration Building
BAF	Blankenship Athletic Field
CSC	City Services Complex

Bank Trips (Round trip totals)				
GES	BOA	GES		8.00
JMS	BOA	JMS		5.80
WES	BOA	WES		3.40
ORHS	BOA	ORHS		1.00
RMS	BOA	RMS		2.60
WBES	BOA	WBES		3.40
LES	BOA	LES		7.20
SAB	BOA	SAB		2.60
ORHS	TN BK	ORHS		2.60
ORHS	TN BK	PO	ORHS	3.70
ORHS	BOA	SAB	ORHS	3.1
ORHS	WALM	ORHS		2.2
RMS	BOA	MAIL CTR	RMS	5.2
RMS	ST.M	RMS		3.3
WES	ST.M	WES		1.8