Make sure the "Highlight Existing Fields" button is selected.
**Note: The fields with red border are required.**

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

Reset Form

**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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | 0.00 |

# 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 |