

SOUTH UMPQUA SCHOOL DISTRICT #19

REIMBURSEMENT REQUEST

Claims for mileage, lodging, and meals may be made only for authorized travel in the conduct of school business. When personnel uses their own automobile for district purposes, milage reimbursements will be compensated at the current IRS rate.

HOME-TO-SCHOOL or SCHOOL-TO-HOME MILEAGE IS NOT A DISTRICT RESPONSIBILITY. THEREFORE, IT SHOULD NOT APPEAR ON MILEAGE CLAIMS. REIMBURSEMENT REQUEST FORMS MUST BE TURNED IN WITHIN 30 DAYS OF TRAVEL.

FOR REIMBURSEMENT, ITEMIZED RECEIPTS MUST BE ATTACHED.

NAME: _____

POSITION: _____

SCHOOL: _____

DATE: _____

Date:	Destination and Purpose	Administrator Authorization	Beginning Odometer	Ending Odometer	Total Miles

Current IRS \$0.655/mile Total Miles _____

Lodging: \$ _____ Meals: \$ _____ Other: \$ _____ Mileage: \$ _____

TOTAL REIMBURSEMENT: \$ _____ BUDGET ACCOUNT: _____

Employee Signature: _____

Supervisor Signature: _____

[If traveling out of state for meals & incidentals, refer to www.gsa.gov for reimbursement amounts.](http://www.gsa.gov)

Below are common areas of travel in Oregon:



FY 2024 Per Diem Rates for Oregon

Meals & Incidentals (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Beaverton	Washington	\$64	\$14	\$16	\$29	\$5	\$48.00
Bend	Deschutes	\$64	\$14	\$16	\$29	\$5	\$48.00
Clackamas	Clackamas	\$64	\$14	\$16	\$29	\$5	\$48.00
Eugene / Florence	Lane	\$64	\$14	\$16	\$29	\$5	\$48.00
Lincoln City	Lincoln	\$69	\$16	\$17	\$31	\$5	\$51.75
Portland	Multnomah	\$74	\$17	\$18	\$34	\$5	\$55.50
Seaside	Clatsop	\$69	\$16	\$17	\$31	\$5	\$51.75
Standard Rate	Applies for all locations without specified rates	\$59	\$13	\$15	\$26	\$5	\$44.25

[Refer to Board Policy DLC-AR - Travel Expense Reimbursement](#)