

MILEAGE REIMBURSEMENT REQUEST



NAME:

DEPARTMENT:

PHYSICAL ADDRESS:

CITY:

STATE:

ZIP:

PHONE NUMBER:

VEHICLE DESCRIPTION:

MILEAGE REQUEST INFORMATION:

MONTH(S):

YEAR(S):

NUMBER OF MILES:

MILEAGE RATE:

Total Miles automatically calculated for you.

REQUESTED MILEAGE REIMBURSEMENT AMOUNT:

Form will automatically calculate the dollar amount for you.

- Mileage must be recorded and itemized on page **2** or **5** of this form. Use form calculations (from the mileage chart), your odometer readings, or a web-based map site (Refer to [SF 600.2](#)) if your location is not automatically calculated.
- If you are not using the form's automatic calculations on page **2** and **3**, documentation should be attached (e.g. web-based map printout).
- Commuting mileage is not reimbursable. Customize page **4** to list your normal commute and set mileage from home to other library locations. The form will automatically subtract your normal commute when claiming on page **2** and **3**.
- Situations involving trips to the workplace after hours or beyond your normal working hours require supervisor's approval.
- Please attach a copy of your **current verification of insurance** which meets the minimum requirements for the State of Oklahoma.
- Submit reimbursement forms no more than once a quarter.
 - *Forms for the quarter ending June 30 are due in the Business Office no later than the 7th business day of July.*
 - *Forms for the quarters ending March 31, September 30, and December 31 are due by the end of the following month.*

The current mileage rate is 67¢ effective January 1, 2024.

SIGNATURE:

DATE:

By signing this form I confirm and verify the mileage recorded is a true and accurate record of the business miles taken. I have attached the appropriate documentation needed to verify mileage. I understand my mileage reimbursement will only take place after I submit the appropriate documentation.

SUPERVISOR'S SIGNATURE:

I understand by signing this form I have verified the mileage and/or odometer report and all of the supporting documents. I verify the appropriate documentation has been attached by the employee.

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ITEMIZED MILEAGE FORM

PAGE 2

[illegible]

Post Office (4025 W. Reno) address is configured for **Downtown, Service Center, & Home (if configured).*

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CUSTOMIZE YOUR MILEAGE *Save form to complete only once.*

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1. Please visit your favorite web-based map site.
2. Route your home address to your most visited library locations and document the mileage below.
3. Route your **User Defined Locations** below to add frequent stops not defined. These locations are defined by you. They can be anywhere you frequently visit such as a library location to a vendor or from your home to the airport. Add the starting and destination locations, address, and the distance.
4. Review your mileage distances, print the webpage results, and document exact mileage below.
5. For mileage to/from your Home - claim these customized mileage distances on the [Itemized Mileage Form](#) by selecting any location in the **Starting** or **Destination** column dropdown and "Home" in the other column.
6. For mileage to/from your one of your User Defined Locations select **# - User Defined Location** in both the **Starting** and **Destination** column on the [Itemized Mileage Form](#).

Formula used to calculate your mileage when selecting Home and any of the related locations (may compute a negative distance):

$$\text{Mileage} = (\text{Home to Location}) - \text{Normal Commute}$$

LOCATION	DISTANCE
Normal Commute Mileage	
Almonte Library	
Belle Isle Library	
Bethany Library	
Capitol Hill Library	
Choctaw Library	
Del City Library	
Downtown Library	
Edmond Library	
Harrah Library	
Jones Library	
Luther Library	
Midwest City Library	
Nicoma Park Library	
Northwest Library	
Ralph Ellison Library	

LOCATION	DISTANCE
Southern Oaks Library	
Village Library	
Warr Acres Library	
Wright Library	
Service Center	
MTC Storage Facility	
U.S. Post Office (4025 W. Reno)	
Library Kiosk	

USER DEFINED LOCATIONS			
STARTING	ENDING	ADDRESS	DISTANCE
1.			
2.			
3.			
4.			
5.			

Don't forget to minus your normal commute in the Distance column if you select home as one of your User Defined Locations.

ONE WAY

Last updated: March 2021

FROM / TO: ONE WAY	AL	BI	BI TEMP	BE	CH	CT	DC	DN	ED	MC	NW	RE	SO	VI	WA	SC	MTC	HR	JN	LU	NP	WR
ALMONTE 2914 SW 59TH St., OKC		10.9	10.3	11.5	4.9	25.9	12.9	8.4	21.6	18.3	16.0	13.3	3.2	14.0	11.9	13.2	11.4	31.6	26.0	37.9	20.6	5.0
BELLE ISLE 5501 N. Villa, OKC	11.3		1.9	6.7	7.7	20.3	11.4	5.6	12.2	13.9	7.9	7.9	14.9	5.8	3.8	3.9	8.0	26.3	16.3	28.0	17.2	8.4
BELLE ISLE TEMPORARY SITE 3621 Northwest Expy, OKC	10.3	1.9		4.7	10.0	24.8	14.0	9.1	15.8	18.0	6.6	13.1	13.8	4.7	2.5	4.8	12.4	30.8	19.7	29.1	21.6	7.3
BETHANY 3510 N. Mueller, Bethany	11.5	6.4	4.7		12.1	25.2	14.9	11.0	17.2	18.0	7.5	16.0	15.2	9.5	2.9	8.8	14.1	31.3	21.1	32.9	22.1	8.9
CAPITOLHILL 334 SW 26th St, OKC	4.9	7.8	10.0	11.6		17.5	6.8	2.4	17.7	9.1	16.0	7.0	3.0	14.0	11.9	8.6	5.1	30.6	20.0	31.6	14.4	3.3
CHOCTAW 2525 Muzzy, Choctaw	23.9	20.2	24.8	25.2	17.7		13.0	17.0	23.1	9.2	29.4	11.8	22.4	23.4	23.6	17.7	14.0	6.3	6.2	16.2	3.3	18.7
DEL CITY 4330 SE 15th, Del City	13.3	11.7	13.8	15.2	6.8	13.0		5.8	18.6	4.3	20.0	4.6	8.3	16.2	16.3	9.1	4.3	19.0	16.6	29.1	9.7	8.0
DOWNTOWN 300 Park Avenue, OKC	8.5	5.8	9.1	11.0	2.4	16.6	5.9		14.5	7.9	15.4	4.5	5.1	11.1	11.3	5.4	2.1	29.7	19.1	30.4	13.5	2.5
EDMOND 10 S. Boulevard, Edmond	21.5	11.9	15.8	16.9	17.0	23.1	18.1	14.3		21.2	12.0	15.2	21.2	8.2	15.6	10.5	18.0	29.2	17.0	17.1	19.9	18.0
MIDWEST CITY 8143 E. Reno, Midwest City	15.5	15.5	18	17.9	10.7	9.2	4.3	8.5	21.2		22.3	7.1	14.9	17.2	18.2	13.0	6.4	14.8	11.3	21.9	5.6	10.2
NORTHWEST 5600 NW 122nd, OKC	16.0	7.8	6.6	7.5	16.5	29.7	19.7	15.4	12.1	22.4		17.3	19.7	5.3	4.2	13.3	18.4	35.7	26.0	26.0	26.6	13.2
RALPH ELLISON 2000 NE 23rd, OKC	13.3	9.8	13.1	14.7	7.1	11.8	4.6	4.3	15.4	7.1	19.0		9.7	13.0	10.9	3.7	2.2	17.9	14.3	26.0	8.7	7.1
SOUTHERN OAKS 6900 S. Walker, OKC	3.2	14.6	13.8	15.1	3.0	22.9	9.2	5.1	21.7	15.3	19.7	11.1		17.6	15.6	12.6	9.1	28.7	24.0	35.7	18.4	5.6
VILLAGE 10307 N. Penn, The Village	14.2	6.1	4.7	9.5	13.5	22.3	14.5	10.8	8.3	17.1	5.3	10.5	17.7		6.8	7.0	11.3	29.7	19.0	25.8	25.8	11.4
WARR ACRES 5914 NW 63rd St., OKC	12.0	3.8	2.5	2.9	12.4	23.5	16.0	11.2	15.9	18.3	4.2	11.6	15.6	6.4		7.5	11.6	30.0	20.2	28.9	20.8	9.2
SERVICE CENTER 300 NE 50th St	13.4	3.8	4.8	8.8	8.0	17.7	8.9	5.3	10.2	12.9	13.0	3.7	12.2	6.9	7.5		4.7	23.7	14.0	25.4	14.5	9.0
MTC STORAGE FACILITY 1364 NE 3rd, OKC	11.5	8.7	12.4	14.0	5.3	14.0	4.2	2.2	15.2	6.3	18.4	2.2	8.9	11.8	12.4	4.8		20.1	17.4	29.1	10.9	4.6
HARRAH 1930 Church Ave, Harrah	31.4	26.3	30.8	31.3	30.8	6.3	19.0	30.1	29.2	14.8	35.5	17.9	28.4	29.5	29.9	23.8	20.1		12.2	13.9	9.4	24.8
JONES 111 E Main, Jones	26.0	16.3	19.7	21.1	20	6.8	17.7	19.0	16.1	10.8	22.2	14.3	23.9	14.6	21.7	13.8	17.2	13.1		10.6	6.4	21.2
LUTHER 310 NE 3rd, Luther	37.6	28.0	29.1	33.0	31.9	16.2	28.0	30.6	17.0	21.9	28.8	26.1	35.6	25.8	28.9	25.5	29.0	13.9	9.8		17.2	32.9
NICOMA PARK 2240 Overholser, Nicoma Park	21.7	17.1	21.6	22.0	14.6	3.3	9.7	13.9	20.0	5.6	26.3	8.7	18.8	20.3	20.7	14.5	10.9	9.4	7.3	17.2		15.5
WRIGHT 2101 Exchange, OKC	5.2	8.4	7.3	9.0	3.3	18.6	7.7	2.6	18.9	10.2	13.6	7.1	5.6	11.5	9.5	9.8	6.3	24.7	21.1	32.8	15.5	