MILEAGE REIMBURSEMENT REQUEST

NAME: DEPARTMENT:

ADDRESS:

CITY: STATE: Zip:

PHONE NUMBER:

VEHICLE DESCRIPTION:

MILEAGE REQUEST INFORMATION:

QUARTER: MONTH(S):   YEAR(S):

NUMBER OF MILES: _____ x 53.5¢

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 MapQuest (Refer to SF 600.2) if your location is not automatically calculated.
- Visit page 4 to configure your customized mileage.
- If you are not using the form's automatic calculations on page 2 and 3, documentation should be attached (e.g. MapQuest printout, copy of your mileage log book).
- **Commuting mileage is not reimbursable** and may not be included as business miles according to the Internal Revenue Service. 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.
- Situations involving trips to the workplace after hours or beyond your normal working hours require supervisor's approval.
- Submit reimbursement forms no more than once a quarter. Forms should be received in the Business Office by the end of the following month.
- The current mileage rate is 53.5¢, effective January 1, 2017.

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.

BUSINESS OFFICE USE ONLY

Encumbering Officer - Certify the amount to be reimbursed $ _____

MILEAGE REIMBURSEMENT REQUEST

ITEMIZED MILEAGE FORM   PAGE 2

	PICK LOCATION			
DATE	STARTING	DESTINATION	PURPOSE	NET MILES

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

TOTAL MILES

MILEAGE REIMBURSEMENT REQUEST

ITEMIZED MILEAGE FORM

	PICK LOCATION			
DATE	STARTING	DESTINATION	PURPOSE	NET MILES

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

TOTAL MILES | |

MILEAGE REIMBURSEMENT REQUEST

CUSTOMIZE YOUR MILEAGE *Save form to complete only once.*   PAGE 4

1. Please turn off your MLSFilter and visit Mapquest.com or click on any of the links below to get directions.
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):

Mileage = (Home to Location) – 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)*	

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.

MILEAGE REIMBURSEMENT REQUEST

ITEMIZED ODOMETER REPORT

| | PICK LOCATION | | ODOMETER REPORT | | SUBTRACT NORMAL COMMUTE | | |
DATE	STARTING	DESTINATION	STARTING	ENDING		PURPOSE	NET MILES

TOTAL MILES

ONE WAY

Source: Google Mapquest (no tolls)
Last updated: August 20, 2013

FROM / TO: ONE WAY	AL	BI	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	X	10.9	11.5	4.9	25.9	13.2	8.4	21.6	18.3	16.0	13.3	3.2	14.0	11.9	13.2	11.4	31.6	26.2	37.9	20.6	5.0
BELLE ISLE 5501 N. Villa, OKC	11.3	X	6.7	7.7	20.3	11.8	5.6	12.2	13.9	7.9	7.9	14.9	5.8	3.8	3.9	8.0	26.3	16.6	28.0	17.2	8.4
BETHANY 3510 N. Mueller, Bethany	11.5	6.4	X	12.1	25.2	15.9	11.0	17.2	18.0	7.5	16.0	15.2	9.5	2.9	8.8	14.1	31.3	21.5	32.9	22.1	8.9
CAPITOL HILL 334 SW 26th St, OKC	4.9	7.8	11.6	X	17.5	7.0	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	25.2	17.7	X	12.6	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 4509 SE 15th St, Del City	13.7	12.4	16.2	7.5	12.6	X	6.8	19.2	3.9	20.6	5.2	11.1	15.4	16.5	9.7	6.2	20.2	15.2	29.7	9.5	8.5
DOWNTOWN 300 Park Avenue, OKC	8.5	5.8	11.0	2.4	16.6	6.1	X	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	16.9	17.0	23.1	19.1	14.3	X	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	17.9	10.7	9.2	3.9	8.5	21.2	X	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	7.5	16.5	29.7	20.3	15.4	12.1	22.4	X	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	14.7	7.1	11.8	5.1	4.3	15.4	7.1	19.0	X	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	15.1	3.0	22.9	11.1	5.1	21.7	15.3	19.7	11.1	X	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	9.5	13.5	22.3	15.0	10.8	8.3	17.1	5.3	10.5	17.7	X	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	2.9	12.4	23.5	16.2	11.2	15.9	18.3	4.2	11.6	15.6	6.4	X	7.5	11.6	30.0	20.2	28.9	20.8	9.2
SERVICE CENTER 300 NE 50th St	13.4	3.8	8.8	8.0	17.7	9.6	5.3	10.2	12.9	13.0	3.7	12.2	6.9	7.5	X	4.7	23.7	14.0	25.4	14.5	9.0
MTC STORAGE FACILITY 1364 NE 3rd, OKC	11.5	8.7	14.0	5.3	14.0	4.3	2.2	15.2	6.3	18.4	2.2	8.9	11.8	12.4	4.8	X	20.1	17.4	29.1	10.9	4.6
HARRAH 1930 Church Ave, Harrah	31.4	26.3	31.3	30.8	6.3	19.9	30.1	29.2	14.8	35.5	17.9	28.4	29.5	29.9	23.8	20.1	X	12.2	13.9	9.4	24.8
JONES 111 E Main, Jones	26.4	16.7	21.7	20.2	6.3	15.2	19.5	17.0	11.3	25.9	14.3	23.8	18.2	20.4	14.2	17.3	12.2	X	9.9	7.3	21.2
LUTHER 310 NE 3rd, Luther	37.6	28.0	33.0	31.9	16.2	29.9	30.6	17.0	21.9	28.8	26.1	35.6	25.8	28.9	25.5	29.0	13.9	9.8	X	17.2	32.9
NICOMA PARK 2240 Overholser, Nicoma Park	21.7	17.1	22.0	14.6	3.3	9.5	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	X	15.5
WRIGHT 2101 Exchange, OKC	5.2	8.4	9.0	3.3	18.6	8.1	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	X