

Expense Report

Please remember it is a requirement of the District for employees to use the District owned vans to travel to and from conferences when vans are available. - Thank you.

Below is a list of mileage distances the District will be reimbursing. *Estimating or rounding up will no longer be an acceptable practice.*

One Way Trip

Butler

Butler to Frailey House 6.12 miles
 Butler to Bellville 5.47 miles
 Butler to HS/MS 3.18 miles

Round Trip

Butler to Frailey House to Butler 12.24 miles
 Butler to Bellville to Butler 10.94 miles
 Butler to HS/MS to Butler 6.36 miles

High & Middle School

HS/MS to Failey House 4.20 miles
 HS/MS to Butler 3.18 miles
 HS/MS to Bellville 2.29 miles

HS/MS to Frailey House to HS/MS 8.40 miles
 HS/MS to Butler to HS/MS 6.36 miles
 HS/MS to Bellville to HS/MS 4.58 miles

Bellville

Bellville to HS/MS 2.29 miles
 Bellville to Butler 5.50 miles
 Bellville to Frailey House 3.00 miles

Bellville to HS/MS to Bellville 4.58 miles
 Bellville to Butler to Bellville 11.00 miles
 Bellville to Frailey House to Bellville 6 miles

Knox County ESC

Butler to KCESC 19.19 miles
 HS/MS to KCESC 18.77 miles
 Bellville to KCESC 21.51 miles

Butler to KCESC to Butler 38.38 miles
 HS/MS to KCESC to HS/MS 37.54 miles
 Bellville to KCESC to KCESC 43.02 miles

Mid-Ohio ESC

Butler to MOESC 12.69 miles
 HS/MS to MOESC 14.51 miles
 Bellville to MOESC 12.69 miles

Butler to MOESC to Butler 35.38 miles
 HS/MS to MOESC to HS/MS 29.02 miles
 Bellville to MOESC to Bellville 25.38 miles

The traveling to and from buildings only relates to staff that use their private vehicle to travel between buildings during the workday relating to their job assignment and description. The ESC travel is only if you are attending a conference and using your personal vehicle. If you live closer to the ESC and you are traveling there from your residence or some location closer to the ESC the District will only pay for that distance back and forth from your location. If live farther we are only paying from the building you work in.

If you do use your personal vehicle and the mileage is not listed above you are required to attach a driving directions sheet, which must include the total number of miles being requesting for reimbursement. Also be sure to attach all receipts, parking stubs, etc... for reimbursement.

All mileage is based on MAPQUEST estimates.

Revised: February 6, 2017