

MILEAGE REIMBURSEMENT PROCEDURES

Mileage reimbursement will be based on actual miles driven on a monthly basis and reimbursed at the current rate per mile. To receive reimbursement, a Travel Record Form should be completed and submitted to your coordinator for approval. This approved form must be submitted to the business office by the 15th of the month following the month the charges are incurred. For example, you should submit a mileage form by October 15 for miles driven in September.

Your mileage reimbursement will not be paid if you don't submit the proper form within the timelines stated above.

Below is the mileage calculated from the LADSE administrative building to each member school building.

ONE-WAY MILEAGE FROM LADSE TO:

<u>District</u>	<u>School</u>	<u>Miles</u>	<u>District</u>	<u>School</u>	<u>Miles</u>	<u>District</u>	<u>School</u>	<u>Miles</u>
53	Butler	4.0	101	Field Park	.6	105	Gurrie	1.9
	Brook Forest	6.1		Forest Hills	1.9		Hodgkins	5.1
61	Mark Delay	8.4		Laidlaw	1.5	Ideal	3.2	
	Eisenhower	7.5		McClure	.7	Seventh Ave.	3.2	
	Fairview	8.8	102	Congress Pk.	1.7	Spring Ave.	1.8	
	Lace	7.4		Cossitt	.9	106	Highlands Elem	2.3
62	Gower Middle	5.9	Forest Road	2.4	Highlands Mid.		2.3	
	Gower West	7.1	Ogden	1.1	107	Pleasantdale Mid	4.6	
92.5	Dist. Office	5.0	Park	1.0		Pleasantdale K-4	5.7	
	West. Primary	4.0	103	Costello	3.6	181	Clar. Hills Middle	4.4
	West. Middle	4.9		Edison	7.0		86	Hinsdale SouthHS
	West. Intern.	4.0		Home	7.0	Hinsdale Cent.HS	3.5	
94	Komarek	5.5		Robinson	4.6	204	LTHS - South	.9
95	Brook Park	3.5	Lincoln	2.4	LTHS - North		N/A	
	Gross	3.1	Washington	4.4	208	RBHS	4.9	
96	Ames	6.0				LLC	6.06	
	Blythe Park	7.5						
	Central	4.4						
	Hauser	4.6						
	Hollywood	4.9						