

## Memorandum



To: C.O.O.R. ISD STAFF

From: Shawn Petri, Superintendent

Regarding: Travel Reimbursement- Mileage

Date: March 31, 2022

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1. We have updated a chart of standard mileage between each school in our local districts as well as Kirtland's new campus. Please refer to this chart when filling out your mileage reimbursement request form.
2. Mileage reimbursement request forms are due at the end of each month for those who travel for district purposes. We encourage you to utilize a COOR vehicle when it is available – then no mileage is turned in.
3. Your first trip of your normal work day and your mileage back home should not be counted, similar to a drive to the office.

SP/rs