



## Littleton Public Schools

**Town of Littleton Massachusetts**

### Employee Reimbursement Request

Vendor # \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Account # to Charge \_\_\_\_\_

Attach a MapQuest form for all out of district trips

.67 as of 1/1/2024

Date	From	To	*Miles	Mileage @ .67 per mile	Reason for Travel or Description of Expenses	**Tolls, Parking, etc..	**Other Expenses	TOTAL
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
				0.670				-
<b>TOTAL</b>								-

\*Mapquest® Documentation required for out of town travel

\*\*Receipts required - please attach original receipts

Standard Mileage Chart	Central Office	High School	Middle school	Shaker Lane
Central Office	0			
High School	1.7	0		
Middle School	1	1.3	0	
Shaker Lane	2.1	4	3	0
Russell Street	1.3	1.6	0.4	3.3

Employee Signature \_\_\_\_\_ date

Building Principal Approval \_\_\_\_\_ date

District Approval \_\_\_\_\_ date