



## Online Mileage Reimbursement Form

To Our Families:

Our Mileage Reimbursement form can be found online through Informed K-12. The online process will make the submission experience quicker and easier for everyone involved. You will fill out the mileage reimbursement form online and be able to track the form as it moves through the approval process.

### Action Items:

- **Bookmark and instructional video:** Please [click here](#) and bookmark the link for your records and please begin using the online system immediately. There is also an [instructional video](#) on how to complete the form.

### STEPS:

- **1<sup>st</sup> step** - Go to Informed K-12 and fill out the reimbursement form.
  - Complete 1 line per day.
  - List roundtrip mileage for each day.
  - EIN – Add phone number
- **2<sup>nd</sup> Step** - **Attach a copy of the attendance report** (This can be obtained at the School Office)
- **3rd step** - **Forward to Transportation**. Use your custom link to follow the progress of your reimbursement. (Please do not send to school site)
- **Help Center:** If you need help submitting a form online, please refer to the Informed K12 link: <https://help.informedk12.com/hc/en-us>.