

The sole purpose of mileage reimbursement is to reimburse for miles that **EXCEED** what you would normally travel to and from work for a normal school day. So, you will only be reimbursed for mileage **ABOVE** or in **EXCESS** of what you would normally drive to and from work. If there is no excess mileage, there will be no reimbursement.

To be reimbursed, do the following:

1. Calculate your mileage to work to and from your home and print out a map;
2. Calculate your mileage from school to and from the event and print out a map;
3. MINUS THE MILES YOU DRIVE TO AND FROM YOUR HOME TO SCHOOL FOR A NORMAL WORK DAY FROM THE TOTAL MILES DRIVEN TO ATTEND THE EVENT. If the mileage exceeds what your normal work day drive is, then complete these following forms:
 - A. BUDGET REQUEST FORM (complete and sign) and;
 - B. VOUCHER FORM (complete and sign).

RETURN ALL FORMS AND MAPS TO ME FOR SUBMISSION TO THE BUSINESS OFFICE.

Thank you!

Jane VanZandt

