## IN-DISTRICT- MILEAGE CHECK >IST

## MONTHLYREIMBURSE MILEAGE

- All travel Starts at Home Campus or Department location
- Enter travelDate(s) Make sure they coincide withdates traveled
- Check mileage with map Should be the same mileage amount listed on travel form as map Do not Round up
- Use most Economical route.
- Make sure purpose of traves filled out on all dates