

(Last 5 digits of Soc. Security #)

IN-COUNTY TRAVEL

1. Type or print clearly to avoid delay in reimbursement:
 - a. The "From" and "To" information should be clear and concise.
 - b. Include complete name & address, with city and zip code, for all non School Board locations.
 - c. Use an asterisk (*) to indicate round trip.
2. Do not combine trips or dates, use separate lines.
3. Round each trip to the nearest whole mile using shortest route from Mapquest or the matrix found on the Accounting Website for School Board locations.
4. For employees who are assigned a home base:
 - a. **From personal residence to first location:** take mileage from personal residence to first location of official duty then less mileage from personal residence to home base.
 - b. **Last location of business to personal residence:** take mileage from last location of official duty to personal residence less mileage from home base to personal residence.
5. For employees who do not have a home base (itinerants):
 - a. Mileage reimbursement shall be calculated only from first location of official duty to each subsequent location of official duty during the business day.
 - b. **From personal residence to first location of official duty or from last place of official duty to residence:** not reimbursable per IRS guidelines.

Mileage from home to home base _____

[illegible]