



DUNELAND

TEACHING & LEARNING

Updated: July 8, 2022

MILEAGE DIRECTIONS

1- Print mapquest reflecting proof of mileage (from assigned building to other building)-to be attached to Accounts Payable Voucher. **ONLY include 1 mapquest for each different building to building travel-DO NOT include any mapquests where travel is not reflected on the mileage form.**

2- Complete long mileage form (you may make additional copies front & back if needed):

- Provide your name and address where it says "TO _____"
- Indicate the following information for each date of travel
 - Date
 - From starting point
 - To starting point
 - Nature of Business
 - Miles traveled
 - Charge for mileage (Starting July 1, 2022, at .625 per mile)
 - Complete the totals at the bottom
 - Auto miles traveled and amount of reimbursement seeking
 - Date and Sign the form

3- Complete the Accounts Payable Voucher (Example on back) (You may obtain these from building treasurer.)-Please make sure to sign the bottom of the voucher

4- Submit all Accounts Payable Voucher, Mileage Form, and ALL Mapquests to Marquita White by the dates below so that I may submit for the monthly school board approval:

- July 27, 2022
- August 31, 2022
- September 28, 2022
- October 26, 2022
- November 22, 2022

If you have any questions at all, please let me know,
Marquita White x 1118
Administrative Assistant