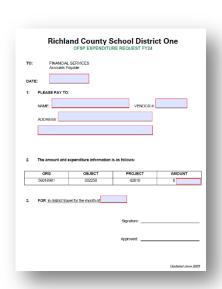
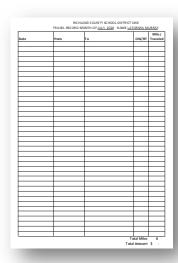


Submitting Monthly Mileage

- © Submit by the 3rd of each month by 4:00 pm. If this date falls on a weekend or holiday, the next workday following the 3rd.
- Mileage should be submitted monthly. This is a district requirement.
- Utilize the current documents located on the <u>Logistics Website</u>.
- © If your submission is late, it will be submitted the following month.



Documents



Submission Options

Upload Option

- 1. Use your calendar to track your mileage on the Excel document
- 2. Print the excel document
- 3. Complete the Expenditure Form
- 4. Print the Expenditure Form
- 5. Sign the Expenditure Form
- 6. Use the Sharp copier in a district building to scan both forms together as 1 document and email it to yourself. Name the file month/year and your name (example: June23Murray)
- 7. Go to the email and download the document.
- 8. Upload document to the link on the logistics website

District Mail Option

- 1. Follow steps 1-5 above. Must receive documents by the 3^{rd} of the month.
- 2. Place in district mail envelope attention to:

Deborah Lounds

560 Waverley

Office of Federal and State Programs

Hand Deliver Option

- 1. Follow steps 1-5 above. Must receive documents by the 3^{rd} of the month.
- 2. Bring to **Deborah Lounds** in Waverley 206.

