

Mileage Reimbursement Procedures

(For HI Instructors)

In an effort to make the mileage reimbursement process more efficient, we have decided to make the switch to a Google Form to track your miles.

To track your mileage reimbursement, please fill out the following form once for every drive to the home instruction location: [Mileage Reimbursement Tracker - Google Form](#)

At the end of each month, you will be interofficed a mileage expense sheet, listing your mileage for the month, to sign and return. The sheet will be created on your behalf. Your only responsibility is submitting your mileage through the Google Form link.

If you are retired and not working in one of the buildings, you will need to come to Brotherhood to sign your mileage expense sheet. An email will be sent to you to let you know when the sheet is completed.

Important Things to Note:

Mileage is paid one way, from school to the place of tutoring.

The starting location should *always* be the school unless tutoring is being held on a weekend/days we are off or you are a retired employee.

If we have a half day and tutoring does not begin until 3 pm, the starting point will still be from the school.

Since the form requires your odometer readings in your car, it is recommended to take a picture or make a note of what the initial reading is prior to driving to your destination.

For easy access, it is also recommended to add a shortcut or bookmark on your phone to reach the Google Form page. Here is a step-by-step tutorial: [How to add a Google Form link to your phone homescreen.](#)