

BALD EAGLE AREA SCHOOL DISTRICT

Mileage Reimbursement Instructions

COMPLETING THE FORM

- Step 1 Enter your name and department.
- Step 2 Enter date of travel in mm/dd/yy format. IRS mileage rate for that year will populate based upon the input. (IRS mileage rate obtained from IRS website).
- Step 3 Select the "From" and "To" destinations from the drop-down menu. If the destination is not listed within the drop-down menu, choose "Other" within the drop-down menu (at the bottom).

If "Other" was not selected:

- Step 4 Enter/type the reason for travel. Enter as much detail as necessary to substantiate the travel for approval by the necessary parties. Sensitive information, such as student name, should not be included on the form.
- Step 5 Print the document, sign and date, and submit to your supervisor.

If "Other" was selected:

- Step 4 When "Other" is selected, an address must be entered. The cell where you will enter the address will be highlighted in red (until the address is entered). Be as specific as possible.
- Step 5 The Number of Miles for the trip will also need to be inputted by you. The cell where you will enter the number of miles will be highlighted in red (until the miles are entered). Please remember that the number of miles should be entered as one-way miles (i.e. from point a to point b). If the trip was to the destination and back to where the trip began (i.e. from point a to point b and back to point a), you will need to check the box for "round trip" to double the one-way miles that were entered.
- Step 6 Enter/type the reason for travel. Enter as much detail as necessary to substantiate the travel for approval by the necessary parties. Sensitive information, such as student name, should not be included on the form.
- Step 7 Print the document, sign and date, and submit to your supervisor.