

PROCEDURES FOR MILEAGE FORM

All requests must be approved

FORM USED ONLY FOR REGULAR TRAVEL AND CONFERENCE TRAVEL

1. Form is on the MVED website, under the Staff Resources. You can save to your Desktop or Documents or just fill out each time you need to do so.
2. Key in your name at the top and enter your information into the appropriate columns. The formulas at the bottom will calculate the totals automatically. DO NOT key in the bottom total columns.
3. Form needs to be turned into the MVED office for approval by the last school day of the month for payment on the 15th of the following month. You can email the form to your supervisor or print it yourself and either mail, fax to 934-5893, or interdistrict to your supervisor.
4. Payment will be made to you on your payroll check.
5. This is a business transaction and will show up on your payroll as a separate line.
6. This does NOT affect your after taxes at all as it is an EBE – non W2 transaction.