

HCCAA Mileage Sheet Instructions

Mileage Sheets should be turned in at least once a month on the last working day; however, if you have a substantial amount of travel, you may also turn them in on the fifteenth of the month. Always start a new Mileage Sheet on January 1st so expenses will be paid in the correct Fiscal Year.

Note: If you do not cash your check within 90 days of the issue date, it will be voided.

If possible, we encourage you to complete the Mileage Sheet on the computer as it will do the math for you, you won't have to keep writing in your Name and Address and there will be less room for error and eliminate the need for someone to check the math manually.

Following are instructions for completion of the Mileage Sheet.

Date: Enter the day on which you traveled.

If you are claiming mileage from an overnight trip, enter the last day of the trip.

Note: The Miles Column will not calculate unless there is a date entered.

Starting Location: Enter the location you are leaving from. If you are leaving from your home you can just enter Home as your address is located at the bottom of the form.

Destination: Enter the location of your destination such as: Lampasas Senior Center, Killeen Civic Center, Cameron Head Start, Cameron Bea's Kitchen, etc.

Note: You must include the name of the City and the specific location.

Ending Location: Enter where you arrive at the end of your trip, which should be your office or Center or your Home.

Mileage (From Chart or Rand McNally): To record the miles for your trip in this column use only this Rand McNally website - <http://maps.randmcnally.com/>. Instructions are on Page 3.

Note: Other Rand McNally websites may not allow you to print out mileage only.

Only attach the page printed. This is all that is needed to verify the number of miles traveled. **DO NOT attach directions or maps.** The total miles are only for one-way, so double this number and enter it in this column. If total miles has a fraction with .5 or above, round up to the next whole number. Example: 25,250.6 would be rounded up to 25,251.

Note: This column should be left blank if you are using odometer readings.

For Head Start only:

A Mileage Chart will be provided which shows the number of round trip miles between each Center and the Central Office in San Saba.

This Chart should only be used if you are traveling between Centers or a Center and the Central Office, as the miles on the chart are for a round trip.

Attach a copy of the Chart to the Mileage Sheet.

Do not fill in the Beginning and Ending Odometer Reading Columns.

Do not attach any on-line mileage, directions or maps.

Note: The Miles Column will be automatically filled out. This Column is protected so the formula can't be deleted.

Beginning Odometer Reading: Just before you start your trip make a note of your odometer reading. If your odometer shows fractions of a mile and has a fraction with .5 or above, round up to the next whole number. Example: 25,250.6 would be rounded up to 25,251.

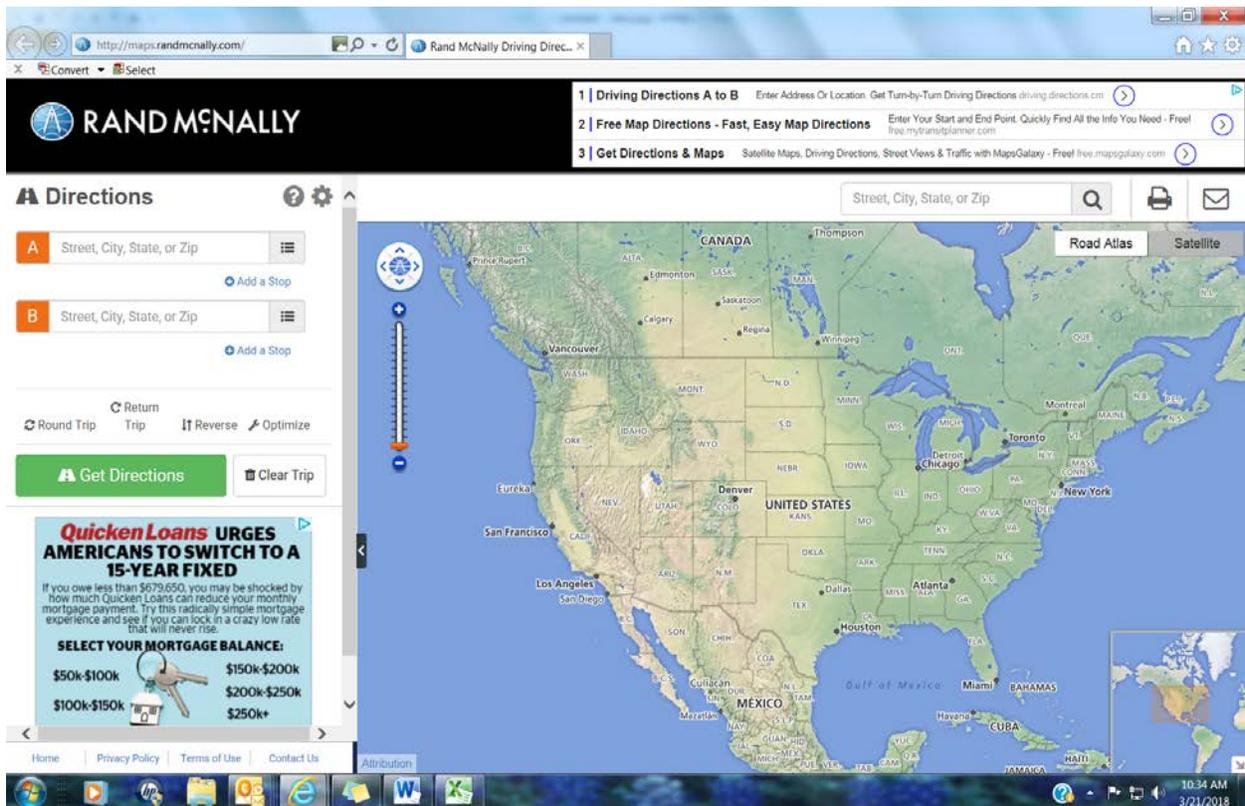
Ending Odometer Reading: When you return from your trip make a note of your odometer reading. Record it in a whole number as described under Beginning Odometer Reading.

Miles Column: The Miles Column will be automatically filled out. This Column is protected so the formula cannot be deleted.

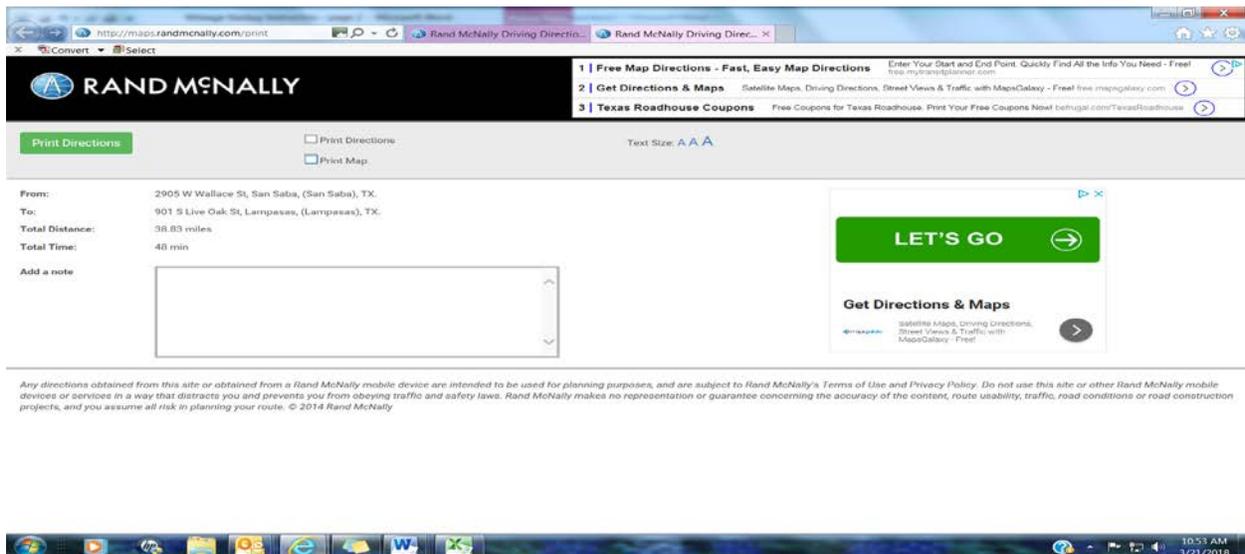
The miles are automatically added and multiplied by the reimbursement rate which will calculate your reimbursement.

Sign and Date the Mileage Sheet: Date the form on the day you turn it in for payment. It should be approved by your supervisor, but if your supervisor is not available it can be approved in the Central Office.

Print or type your name and mailing address on the form. It is important that we have your current mailing address to prevent checks from getting lost in the mail. It also lets us know where **Home** is when you enter it on the form because not everyone lives in the same city they work in.



1. A – Type in Origination Address
2. B – Type in Destination Address
3. Click on Get Directions
4. Click on the Printer Icon located on right side above the Map



1. Uncheck box for “Print Directions”
2. Uncheck box for “Print Map”
3. Click on Green Box “Print Directions”

The following should be all that prints out. If by chance the directions and map print out also **DO NOT** attach them to Mileage Sheet.

Rand McNally Driving Directions and Maps

From: 2905 W Wallace St, San Saba, (San Saba), TX.
To: 901 S Live Oak St, Lampasas, (Lampasas), TX.
Total Distance: 38.83 miles
Total Time: 48 min

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In this example you would add 38.83 + 38.83 and get 77.66 which you would round up to 78 miles which is the amount you will put on your Mileage Sheet in the column "Mileage (From Chart or Rand McNally).

Always use whole numbers on Mileage Sheet.