

Travel Sheets must be filed out in ink, no white out please.

On the top of the Travel Sheet, please fill in all areas. i.e. **name, address, city, state & zip as well as county of residence, county of training, program and instructors name.**

Every day when you are in class, please mark the date by appropriate day and put time in actual class and time class is over. No need to put lunch hours. **i.e time in 8 a.m. time out 2:30 p.m.. then put a check mark in the appropriate mileage column.**

RT less than 20 miles is \$5.00 a day, RT 21-40 is \$7.00 a day and more than 41 miles RT is \$9.00 a day. You do not have to complete the monthly days or rate per day. Our administrative office takes care of that.

Please be sure and sign the form and have your instructor sign the form as well.

Please go to www.randmcnally.com and click on **mileage** and then put in your home address and the address of the school you will be attending and **attach it to the first mileage sheet you turn in.** You only need to do that the first time.

Mileage sheets need to be turned in to the front desk by the 5th of the following month and you can expect the check at the end of the month.

If you have any questions, please call me at 931-205-9196

Thank You,

Career Advisor