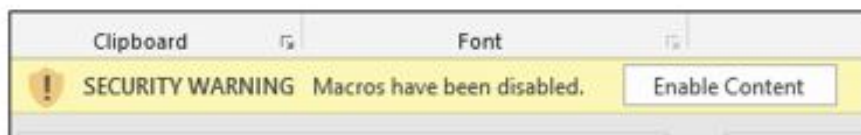


Appendix E

Directions for the completion of monthly travel report for reimbursement

This document includes the mileage travel chart and the monthly travel report form that you will use to document your mileage for reimbursement. Listed are guidelines to use as you complete your mileage report:

1. Click "enable content" when you get this security warning.



2. Please complete this form electronically instead of hand-written.
3. Complete ALL of the information at the top of the form (type in the gray shaded boxes).
 1. Once you've typed in the cell and hit Enter or tabbed out, the gray shading will disappear.
 2. For the "Reimbursement Month" and "Homebase" fields, select a value from the drop-down menu.
4. Complete as many lines of the Travel Log as necessary.
 1. For each line, input information into the Date, From, To, Purpose, and Miles fields. The Rate and Reimbursement fields will be automatically calculated.
 2. If you get a "Update Form" error in the Reimbursement field, the spreadsheet cannot find a mileage rate for the date that you input in that line. Please download the most current version of the form.
 3. The Reimbursement Total is rounded after each line of the Travel Log has been summed.
 4. Only record the miles that you actually travel between buildings, not round trips.
 5. Use the mileage chart tab on the document to figure your mileage.
 6. Staff members will be compensated for miles actually traveled between district buildings.
5. Complete the Account Distribution table.
 1. The total on the Account Distribution must equal the total on the Travel Log.
 2. Call the Business Office (Accounts Payable) if you need an account number that's not listed.
6. Submit the completed form to Accounts Payable for processing.
 1. The building administrator must sign the completed form.
 2. The form must be printed on pink paper before submitted to the Unit Office.
 3. Complete for a full month (no partial month payments).
 4. Approved travel sheets (sheets with admin signature) are processed the first week of each month.

**You can download a current version of this form by going to www.unit5.org and navigating to Staff > Staff - Resources > Mileage Reimbursement,
OR
sites.google.com/myunit5.org/finance-dept/accounts-payable/mileage-reimbursement**

**MCLEAN COUNTY UNIT DISTRICT NO. 5
MONTHLY TRAVEL REPORT
For Mileage Reimbursement**

PLEASE TYPE IN THE GRAY BOXES. THEY WILL TURN WHITE ONCE THEY HAVE BEEN FILLED IN.

EMPLOYEE NAME	REIMBURSEMENT MONTH	HOMEBASE		
HOME ADDRESS	CITY	STATE	ZIP CODE	LAST 4 OF SSN

PLEASE PRINT THIS FORM ON PINK PAPER

ACCOUNT DISTRIBUTION

Account Description	Account Number	Dollar Amt
CJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Curriculum Instruction Personnel	10.5.000.2211.3320.0000.000000	
Custodians & Maintenance Personnel	20.5.000.2542.3320.0000.000000	
EJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Elementary Teachers & Teacher Assistants	10.5.100.1101.3320.0000.000000	
Family Coordinators	10.5.000.3800.3320.0000.000000	
Finance Department Personnel	10.5.000.2510.3320.0000.000000	
Food Service Administrators	10.5.000.2561.3320.0000.000000	
Food Service Non-admin Personnel	10.5.000.2562.3320.0000.000000	
Human Resources Personnel	10.5.000.2641.3320.0000.000000	
KJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
NCHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
NCWHS Teachers & Teacher Assistants	10.5.300.1103.3320.0000.000000	
Operations & Maintenance Admin & EOPs	20.5.000.2541.3320.0000.000000	
PJHS Teachers & Teacher Assistants	10.5.200.1102.3320.0000.000000	
Principal/Assoc. Principal/Admin	10.5.000.2410.3320.0000.000000	
Principal's Admin Assts	10.5.000.2410.3320.0000.000000	
Psychologists	10.5.000.2140.3320.0000.000000	
Safety & Security Personnel	10.5.000.2546.3320.0000.000000	
School Nurses	10.5.000.2134.3320.0000.000000	
Social Workers	10.5.000.2110.3320.0000.000000	
Special Education Personnel	10.5.000.1200.3320.0000.000000	
Superintendents Office	10.5.000.2321.3320.0000.000000	
Technology Administrator	10.5.000.2661.3320.0000.000000	
Technology Non-admin Personnel	10.5.000.2664.3320.0000.000000	
Transportation Admin	40.5.000.2551.3320.0000.000000	
Other (Call Business Office for Acct Number)		
Total		\$ -

EMPLOYEE SIGNATURE

DATE

PRINCIPAL/SUPERVISOR SIGNATURE

DATE

Mileage Chart (rev. 2021)

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	PrairieLand ES	Sugar Creek ES	Towanda ES
ERRC		0.4	4.7	0.6	7.3	3.2	3.5	15.4	3.3	4.0	13.8	11.6	11.2	12.1	3.1	1.9	13.0	3.8	6.6	4.1	4.9	6.7	3.4	4.3	11.0	2.8	4.2	7.9
Transportation	0.4		5.1	0.1	7.7	3.7	3.9	15.9	3.8	4.4	14.2	12.1	11.7	12.5	3.5	2.3	13.5	4.3	7.0	4.6	5.3	7.1	3.8	4.7	11.4	3.2	4.6	8.3
Unit Office	4.7	5.1		5.3	7.5	1.5	2.5	8.5	2.0	0.7	11.2	5.6	9.2	5.8	3.0	3.0	7.7	2.2	6.8	2.7	9.8	5.1	1.3	0.7	5.7	5.1	3.9	11.3
Warehouse	0.6	0.1	5.3		7.9	3.8	4.1	16.0	3.9	4.5	14.4	12.2	11.8	12.7	3.7	2.4	13.6	4.4	7.2	4.7	5.4	7.3	4.0	4.9	11.6	3.4	4.8	8.5
NCHS	7.3	7.7	7.5	7.9		8.1	4.9	9.4	5.7	8.1	7.5	10.2	15.3	10.1	4.4	5.9	13.3	6.1	1.0	5.0	10.7	2.6	6.1	8.1	11.3	4.9	3.8	3.1
NCWHS	3.2	3.7	1.5	3.8	8.1		3.1	9.9	2.4	0.7	12.7	9.3	8.4	9.6	2.9	2.5	8.1	3.5	7.3	3.8	8.4	5.3	2.2	1.0	6.9	3.6	4.2	9.1
CJHS	3.5	3.9	2.5	4.1	4.9	3.1		6.8	1.2	2.5	9.4	5.6	12.0	5.6	0.7	2.0	8.4	1.0	4.0	0.9	6.9	2.5	1.6	2.5	6.7	2.5	1.3	7.6
EJHS	15.4	15.9	8.5	16.0	9.4	9.9	6.8		7.5	9.1	5.5	4.2	20.0	3.8	8.4	8.5	7.8	7.0	9.5	7.4	19.3	7.7	7.4	9.2	5.8	9.0	7.3	11.3
KJHS	3.3	3.8	2.0	3.9	5.7	2.4	1.2	7.5		1.7	10.2	4.8	10.5	4.8	1.7	1.6	7.5	1.2	5.2	1.7	8.5	3.8	0.4	1.8	5.9	3.7	2.6	9.2
PJHS	4.0	4.4	0.7	4.5	8.1	0.7	2.5	9.1	1.7		11.8	6.6	8.8	6.8	2.7	2.5	7.3	2.8	6.5	3.2	9.1	4.7	1.5	0.3	6.2	4.4	3.5	9.9
Benjamin ES	13.8	14.2	11.2	14.4	7.5	12.7	9.4	5.5	10.2	11.8		8.2	21.8	8.5	10.0	11.2	11.3	9.1	7.8	8.7	16.9	7.0	10.2	12.2	9.3	10.2	8.6	9.3
Brigham ELC	11.6	12.1	5.6	12.2	10.2	9.3	5.6	4.2	4.8	6.6	8.2		16.2	0.9	6.2	6.0	4.8	4.5	9.4	5.7	15.4	7.5	5.0	8.1	2.7	8.0	7.1	17.1
Carlock ES	11.2	11.7	9.2	11.8	15.3	8.4	12.0	20.0	10.5	8.8	21.8	16.2		17.1	12.3	10.9	18.5	11.3	14.9	13.4	10.5	15.0	10.4	8.8	16.4	12.0	14.3	16.7
Cedar Ridge ES	12.1	12.5	5.8	12.7	10.1	9.6	5.6	3.8	4.8	6.8	8.5	0.9	17.1		6.3	6.1	5.2	4.6	9.5	5.8	15.9	7.6	5.1	8.5	3.1	12.9	7.2	17.6
Eugene Field	3.1	3.5	3.0	3.7	4.4	2.9	0.7	8.4	1.7	2.7	10.0	6.2	12.3	6.3		1.5	9.3	1.5	3.8	1.1	6.5	2.7	1.8	2.6	7.2	2.0	1.4	6.2
Fairview ES	1.9	2.3	3.0	2.4	5.9	2.5	2.0	8.5	1.6	2.5	11.2	6.0	10.9	6.1	1.5		9.2	2.1	5.0	2.6	7.0	4.1	1.7	2.6	12.1	2.3	2.7	7.8
Fox Creek ES	13.0	13.5	7.7	13.6	13.3	8.1	8.4	7.8	7.5	7.3	11.3	4.8	18.5	5.2	9.3	9.2		7.8	16.7	8.8	16.8	10.7	7.2	7.4	2.6	13.8	10.3	18.5
Glenn ES	3.8	4.3	2.2	4.4	6.1	3.5	1.0	7.0	1.2	2.8	9.1	4.5	11.3	4.6	1.5	2.1	7.8		5.6	1.2	9.0	3.5	1.1	2.7	5.8	3.6	2.3	9.7
Grove ES	6.6	7.0	6.8	7.2	1.0	7.3	4.0	9.5	5.2	6.5	7.8	9.4	14.9	9.5	3.8	5.0	16.7	5.6		4.6	10.0	1.8	5.5	6.3	10.6	4.0	3.1	3.7
Hoose ES	4.1	4.6	2.7	4.7	5.0	3.8	0.9	7.4	1.7	3.2	8.7	5.7	13.4	5.8	1.1	2.6	8.8	1.2	4.6		7.6	2.5	1.8	3.2	6.7	2.9	1.3	6.8
Hudson ES	4.9	5.3	9.8	5.4	10.7	8.4	6.9	19.3	8.5	9.1	16.9	15.4	10.5	15.9	6.5	7.0	16.8	9.0	10.0	7.6		11.9	9.2	10.1	15.4	8.8	11.1	7.9
Northpoint ES	6.7	7.1	5.1	7.3	2.6	5.3	2.5	7.7	3.8	4.7	7.0	7.5	15.0	7.6	2.7	4.1	10.7	3.5	1.8	2.5	11.9		3.9	4.8	8.7	3.1	1.5	5.2
Oakdale ES	3.4	3.8	1.3	4.0	6.1	2.2	1.6	7.4	0.4	1.5	10.2	5.0	10.4	5.1	1.8	1.7	7.2	1.1	5.5	1.8	9.2	3.9		1.5	6.0	3.8	2.7	9.3
Parkside ES	4.3	4.7	0.7	4.9	8.1	1.0	2.5	9.2	1.8	0.3	12.2	8.1	8.8	8.5	2.6	2.6	7.4	2.7	6.3	3.2	10.1	4.8	1.5		6.4	4.7	3.5	10.2
Pepper Ridge ES	11.0	11.4	5.7	11.6	11.3	6.9	6.7	5.8	5.9	6.2	9.3	2.7	16.4	3.1	7.2	12.1	2.6	5.8	10.6	6.7	15.4	8.7	6.0	6.4		11.8	8.3	16.5
PrairieLand ES	2.8	3.2	5.1	3.4	4.9	3.6	2.5	9.0	3.7	4.4	10.2	8.0	12.0	12.9	2.0	2.3	13.8	3.6	4.0	2.9	8.8	3.1	3.8	4.7	11.8		1.7	5.5
Sugar Creek ES	4.2	4.6	3.9	4.8	3.8	4.2	1.3	7.3	2.6	3.5	8.6	7.1	14.3	7.2	1.4	2.7	10.3	2.3	3.1	1.3	11.1	1.5	2.7	3.5	8.3	1.7		5.6
Towanda ES	7.9	8.3	11.3	8.5	3.1	9.1	7.6	11.3	9.2	9.9	9.3	17.1	16.7	17.6	6.2	7.8	18.5	9.7	3.7	6.8	7.9	5.2	9.3	10.2	16.5	5.5	5.6	

Travel Time Chart (rev. 2021)

	ERRC	Transportation	Unit Office	Warehouse	NCHS	NCWHS	CJHS	EJHS	KJHS	PJHS	Benjamin ES	Brigham ELC	Carlock ES	Cedar Ridge ES	Eugene Field	Fairview ES	Fox Creek ES	Glenn ES	Grove ES	Hoose ES	Hudson ES	Northpoint ES	Oakdale ES	Parkside ES	Pepper Ridge ES	PrairieLand ES	Sugar Creek ES	Towanda ES
ERRC		6	14	6	14	11	13	24	12	13	25	22	19	22	12	9	27	14	17	14	13	15	14	14	18	10	13	15
Transportation	6		15	4	16	12	14	25	14	14	28	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
Unit Office	14	15		15	21	8	11	22	9	6	24	17	17	15	13	12	18	11	20	12	20	20	8	7	16	15	14	21
Warehouse	6	4	15		16	12	14	25	14	14	26	23	20	23	14	9	29	16	15	15	14	18	14	15	19	12	15	17
NCHS	14	16	21	16		19	15	20	18	19	16	23	22	23	14	15	27	17	7	16	17	8	18	19	22	13	17	11
NCWHS	11	12	8	12	19		12	22	10	7	26	20	16	21	12	10	22	13	19	14	17	18	10	8	19	13	15	17
CJHS	13	14	11	14	15	12		19	9	11	21	21	22	19	8	11	23	9	14	8	19	11	10	12	20	12	8	18
EJHS	24	25	22	25	20	22	19		19	22	13	12	29	11	20	21	19	17	20	18	26	17	19	20	14	22	17	21
KJHS	12	14	9	14	18	10	9	19		9	22	15	20	16	11	9	21	8	18	9	18	15	6	10	16	14	12	19
PJHS	13	14	6	14	19	7	11	21	9		25	18	17	19	12	11	21	12	18	13	18	16	8	6	17	14	14	19
Benjamin	25	28	24	26	16	26	21	13	22	25		17	29	16	20	23	22	20	14	18	27	14	22	25	17	20	18	16
Brigham ELC	22	23	17	23	23	20	21	12	15	18	17		22	8	19	19	15	16	22	18	27	19	17	19	12	24	20	26
Carlock	19	20	17	20	22	16	22	29	20	17	29	22		23	23	19	27	25	23	24	22	23	26	16	23	21	22	24
Cedar Ridge	22	23	15	23	23	21	19	11	16	19	16	8	23		20	19	16	15	21	18	27	22	16	17	12	23	20	25
Eugene Field	12	14	13	14	14	12	8	20	11	12	20	19	23	20		9	25	10	13	9	17	13	10	12	20	11	10	17
Fairview	9	9	12	9	15	10	11	21	9	11	23	19	19	19	9		25	13	16	12	15	15	10	12	20	11	11	16
Fox Creek	27	29	18	29	27	22	23	19	21	21	22	15	27	16	25	25		21	27	23	26	24	21	19	11	26	24	27
Glenn	14	16	11	16	17	13	9	17	8	12	20	16	25	15	10	13	21		17	9	19	14	9	12	17	14	11	20
Grove	17	15	20	15	7	19	14	20	18	18	14	22	23	21	13	16	27	17		14	22	8	17	19	22	12	11	12
Hoose	14	15	12	15	16	14	8	18	9	13	18	18	24	18	9	12	23	9	14		19	11	11	13	19	12	7	14
Hudson	13	14	20	14	17	17	19	26	18	18	27	27	22	27	17	15	26	19	22	19		20	18	19	22	18	18	21
Northpoint	15	18	20	18	8	18	11	17	15	16	14	19	23	22	13	15	24	14	8	11	20		15	16	20	11	9	16
Oakdale	14	14	8	14	18	10	10	19	6	8	22	17	26	16	10	10	21	9	17	11	18	15		8	17	13	12	19
Parkside ES	14	15	7	15	19	8	12	20	10	6	25	19	16	17	12	12	19	12	19	13	19	16	8		17	15	14	21
Pepper Ridge	18	19	16	19	22	19	20	14	16	17	17	12	23	12	20	20	11	17	22	19	22	20	17	17		17	20	18
PrairieLand	10	12	15	12	13	13	12	22	14	14	20	24	21	23	11	11	26	14	12	12	18	11	13	15	17		6	10
Sugar Creek ES	13	15	14	15	17	15	8	17	12	14	18	20	22	20	10	11	24	11	11	7	18	9	12	14	20	6		11
Towanda ES	15	17	21	17	11	17	18	21	19	19	16	26	24	25	17	16	27	20	12	14	21	16	19	21	18	10	11	