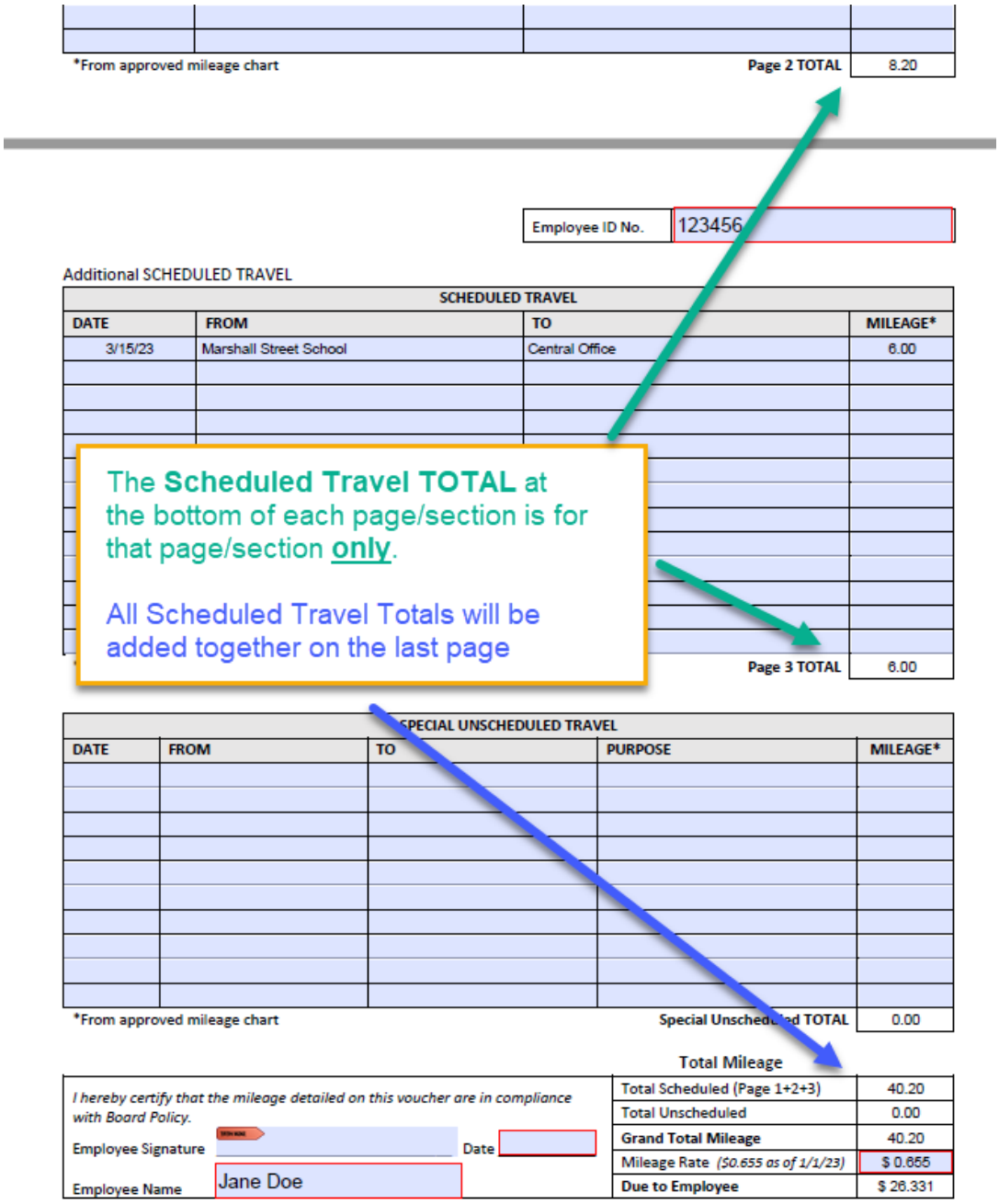
Mileage Reimbursement Form Update 3.6.23

- Please ensure that you open the document in **Adobe Acrobat** and save it to your computer. If you need help getting Adobe Acrobat installed on your WCPS device please submit an IT Service Request
- An additional page for **Scheduled Travel** was added based on feedback.
- The **Scheduled Travel** Section overlaps onto 3 pages now. The *'TOTAL'* box located at the bottom of each page/section is not cumulative; it contains the total for that page/section only. The cumulative total occurs on the last page under the final calculations for Total Mileage named ***'Total Scheduled (Page 1+2+3)'***, see image below



- ***'Total Scheduled (Page 1+2+3)'*** is calculated by adding the total of ***'Page 1 TOTAL', Page 2 TOTAL'***, and ***'Page 3 TOTAL'***
- ***'Grand Total Mileage'*** is calculated by adding the total of ***'Total Scheduled (Page 1+2+3)'*** and ***'Total Unscheduled'***
- ***'Due to Employee'*** is calculated by multiplying the ***'Grand Total Mileage'*** by the ***'Mileage Rate'***