

M I C H I G A N

Safe Routes to School Travel Summary Form

F I T N E S S

School Name(s): Ash El, Cedar El, Maple El, Pine MS

Fiduciary Name: XYZ Public Schools
(if not school)

Billing Period: 9/1/23 - 9/30/23

F O U N D A T I O N

Mark this box when form complete

Breakdown of Travel:

Name of Traveler	Date of Travel	Purpose of Travel	From City, To City	Miles Traveled	Reimb. Rate per Mile <small>(can be changed as needed)</small>	Total Mileage	Other Travel Expenses
Jane Doe	9/2/23	pick up lunch for meeting	Smalltown, MI	5	\$ 0.655	\$ 3.28	\$ -
Jane Doe	9/12/23	visited schools to train corner captains	Smalltown, MI	8	\$ 0.655	\$ 5.24	\$ -
Jane Doe	9/13/23	visited schools to train corner captains	Smalltown, MI	14	\$ 0.655	\$ 9.17	\$ -
Jane Doe	9/14/23	visited schools to train corner captains	Smalltown, MI	10	\$ 0.655	\$ 6.55	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
					\$ 0.655	\$ -	
TOTAL TRAVEL						\$	24.24

Enter this amount on Non-Personnel Detail