

Safe Routes to School Travel Summary Form

School Name(s): ABC Elementary

Fiduciary Name: Foundation for Kids
(if not school)

Billing Period: 1/1/25 - 3/31/25

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 (can be changed as needed)	Total Mileage	Other Travel Expenses
Mary Smith	2/11/25	Staples for 2/13 meeting supplies	Lansing area	10	\$ 0.725	\$ 7.25	\$ -
Mary Smith	2/10/25	Staples and Kinko's for 4/24 meeting supplies	Lansing area	16	\$ 0.725	\$ 11.60	\$ -
Mary Smith	2/27/25	Bicycle rodeo train-the-trainer	Lansing to Okemos	14	\$ 0.725	\$ 10.15	\$ -
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
					\$ 0.725	\$ -	
TOTAL TRAVEL						\$ 29.00	

Enter this amount on Non-Personnel Detail

MICHIGAN FITNESS

FOUNDATION