

## CCS Library Services

### 2023 - 2024 Mileage Information



1. Mileage is from your first building of the day. Mileage does not start from home or to home.
2. Include Vendor Number and PO on the mileage form.
3. Use Google Maps to calculate miles. Use the first mileage populated in the search.
4. Forms **MUST** be printed and signed in Blue Ink. Return to Deb Davis at the Southland Center (3700 South High Street). You can drop off or put in school mail.
5. Mileage from the 1st Semester should be submitted mid year. Please do not wait until the end of the year to submit mileage. **All mileage must be submitted by June 7, 2024. Mileage submitted after this date will not be reimbursed.**

### Middle School LMS Vendor Numbers

Christy Stock-302843

Kathy Mcinerney - 304464

Tara Cooper - 305721

Caren Stayer - 305843

Amanda Viau - 306007

Candace Pannell - 306911

Teresa Katz- 306124

Alan Schmiedebusch -306125

Heather Clifton -306142



**2023-24 Purchase Order Number: 24003060 - 00**

**Mileage Rate January 2023 -December 2023 - 0.655**

**Google Sheet Version (Make a copy to your drive)**

[https://docs.google.com/spreadsheets/d/1raHIXoBoiVv0c0XJ9taK7HC6mkMFsVZE\\_Q1ZCpViYAg/copy](https://docs.google.com/spreadsheets/d/1raHIXoBoiVv0c0XJ9taK7HC6mkMFsVZE_Q1ZCpViYAg/copy)

See sample on next page.

