

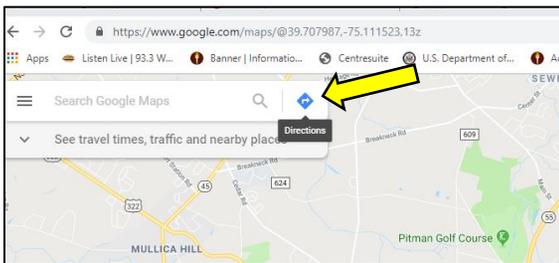
How to Calculate Mileage

Step 1: Choose a web browser.
 Chrome, Firefox, Internet Explorer, Safari, Bing

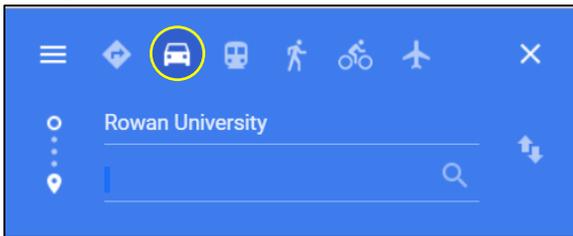


Step 2: Type www.google.com/maps into the search field, press enter.

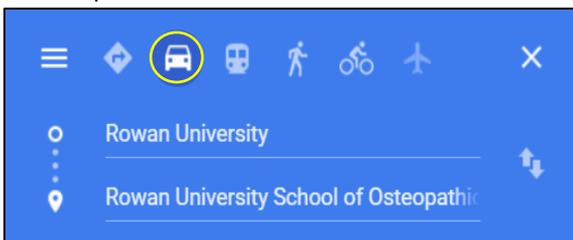
Step 3: The screen below will open, click the blue arrow.



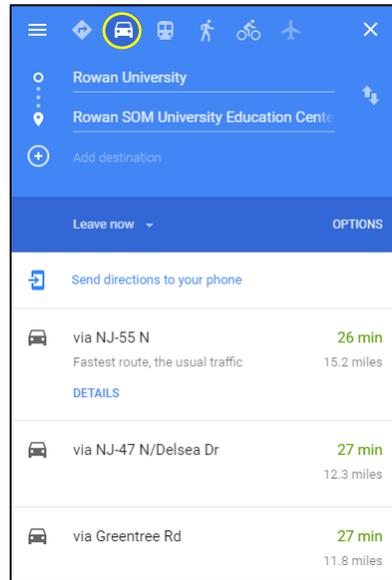
Step 4: The screen below will open, enter your starting address on the first line and select the driving option.



Step 5: Enter your destination address on the second line and press enter.

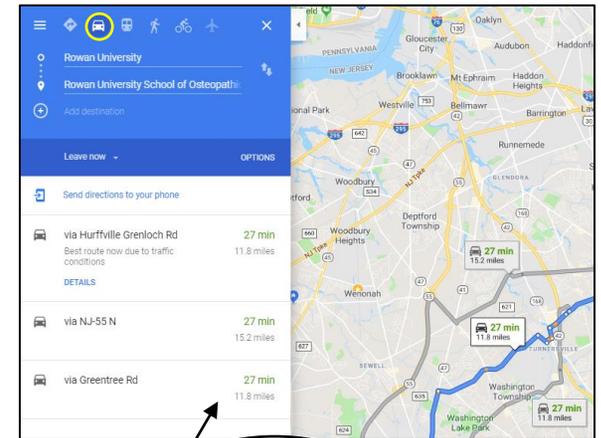


Step 6: The Google Mileage Summary displayed below will be the only acceptable form of mileage verification.



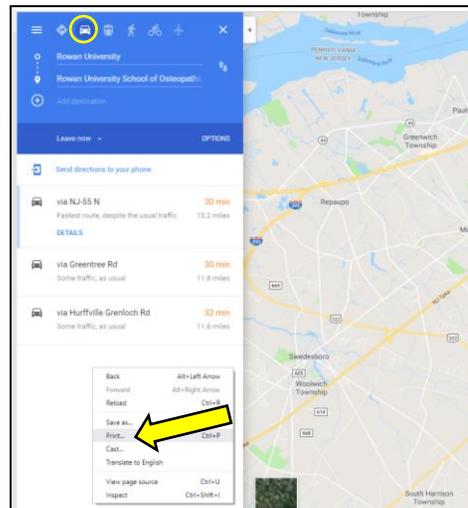
Google
= Mileage
Summary

Step 8: Always choose the shortest route. Rowan University Travel Policy states that when calculating and submitting mileage, the shortest route must always be used.



Shortest Route
11.8 miles

Step 7: Print the Google Mileage Summary for each trip listed and attach to the form.
 (Forms: Day Travel Expense, Domestic/International Travel Request, Travel Expense)



To print: Using your mouse, right click in the white area and the above box will display. Click Print.

Note:
Starting July 1, 2019, this is the required procedure for mileage submission. Please do not submit turn by turn directions.