How to Calculate Mileage

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

Step 2: Type [www.google.com/maps](http://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.

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)

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.

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