

To receive reimbursement for miles traveled on district business you must:

- Contact your direct report or program specialist to ensure that your activity qualifies for travel reimbursement, specify if the activity will take you out of San Diego County.
- Keep a written mileage log.
- Keep your mileage log current noting the date, location(s), purpose of visit, odometer reading at the start and end of your trip, and the number of miles traveled.
- Contact your direct report or program specialist and request your budget number.
- Submit an online expense report not more than 30 days after the end of the month and before the end of May each year.

Take the following steps to submit an online expense report:

- Using a web browser navigate to <https://dwa.sandi.net>
- **Sign-in**
- Select **PeopleSoft**
- Select **Financial Supply Chain**
- Select **Employee Self-Service**
- Select **Travel and Expense Center**
- Select **Expense Report**
- Select **Create** and complete the expense report

This document is subject to audit, keep your mileage log on file for 3 full years after your reimbursement.




The Office of College, Career & Technical Education
San Diego Unified School District

Mileage Log

NAME:

DATES:



Office of College, Career & Technical Education
San Diego Unified School District
Instructional Media Center
2441 Cardinal Lane
Building E
San Diego, CA 92123
www.sdccte.org | www.sandi.net
Telephone: (858) 496-8719
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doc#: ccte_mileagelog_08.indd

FILE WITH YOUR RECORDS
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Keep on file for 3 years.