

ALL MILEAGE CLAIMED SHOULD BE BASED ON GPS MILES OR ACTUAL MILES DRIVEN PER ODOMETER READINGS

1. If GPS printouts are attached to the claim, record the travel as city to city and record the GPS mileage for each trip. The odometer reading is not required when GPS printouts are attached to the claim.
2. If GPS printouts are **not** attached to the claim, record the specific addresses traveled to/from and the mileage for each trip. Odometer readings are not required when mileage is based on GPS miles.
3. If GPS is not available and odometer readings are used, complete all columns for each location visited.
4. If specific addresses are not available due to the nature of travel (eg. construction site inspections and similar circumstances), record the city traveled to/from and the odometer reading for each trip.
5. If the address traveled must be kept confidential, record the city name and note that travel is to a confidential address, e.g., Ada (confidential address). Complete all columns of this sheet based on odometer readings. Confidential addresses should be kept on file at the agency in case further review is needed.

[illegible]