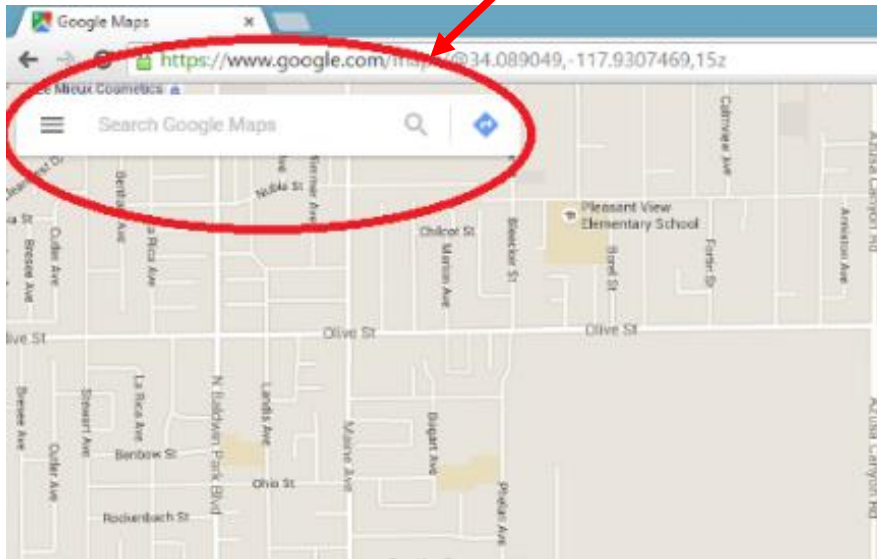


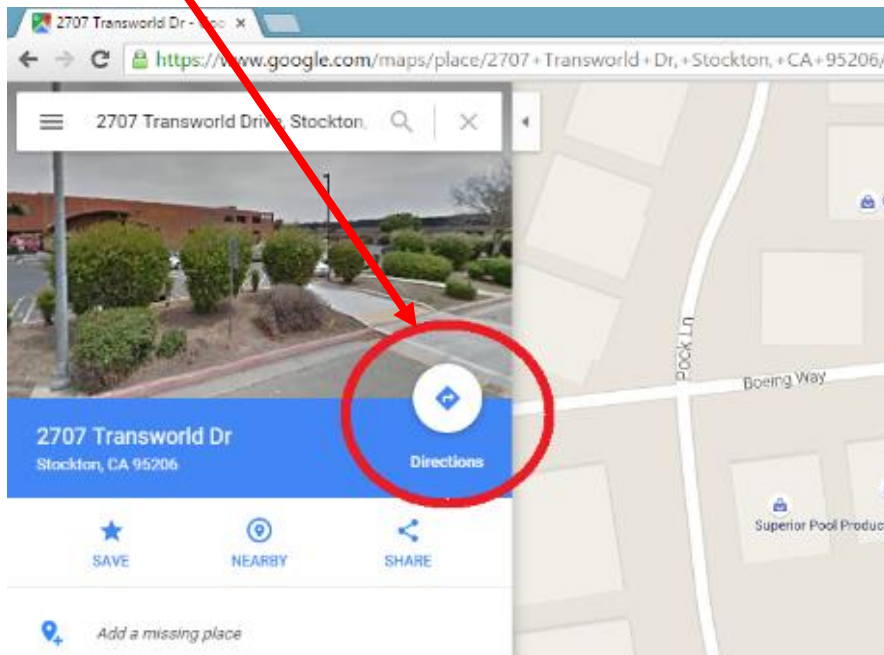
CABE Travel & Expense Reimbursement

Mileage Documentation Instruction

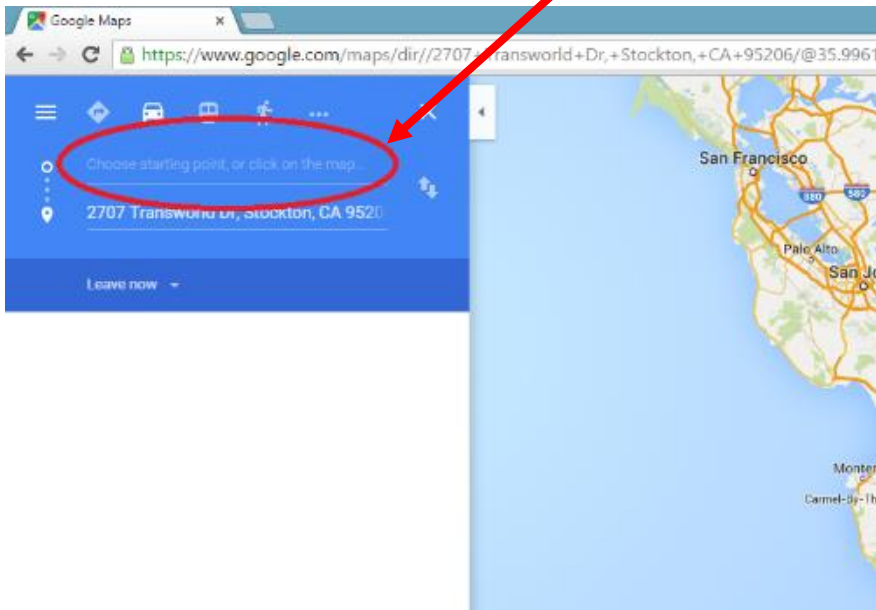
1. Open up web browser and go to [googlemaps.com](https://www.google.com/maps). (If possible use Google Chrome)
2. On the top left corner where it says, "Search Google Maps," input the address of the place you are heading to.



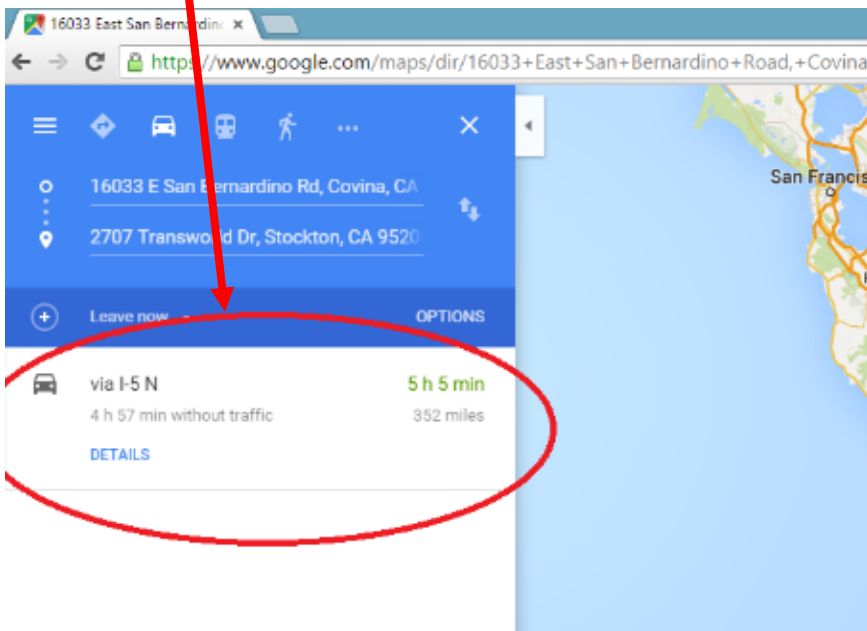
3. Hit the "Directions" button in the window on the upper left-hand corner.



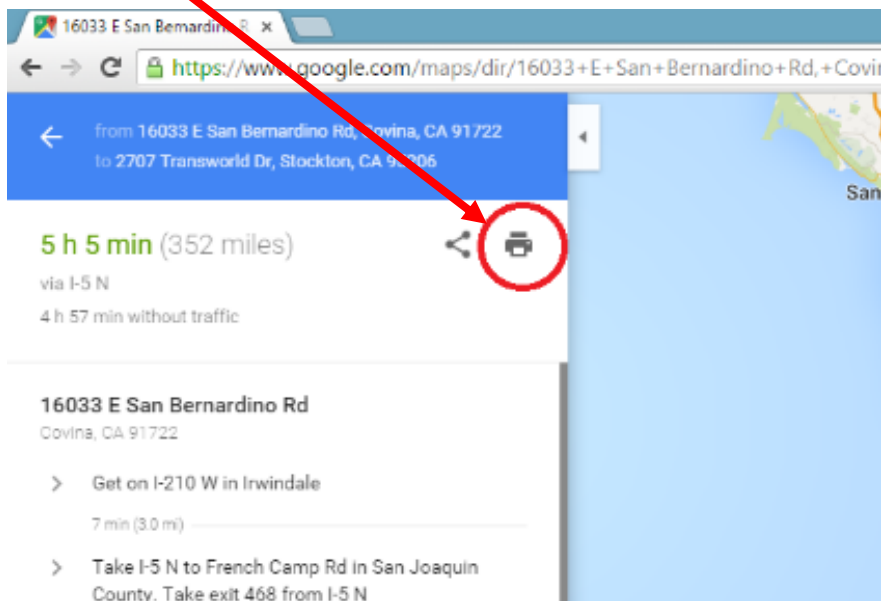
4. On the top left, enter the address of your starting point.



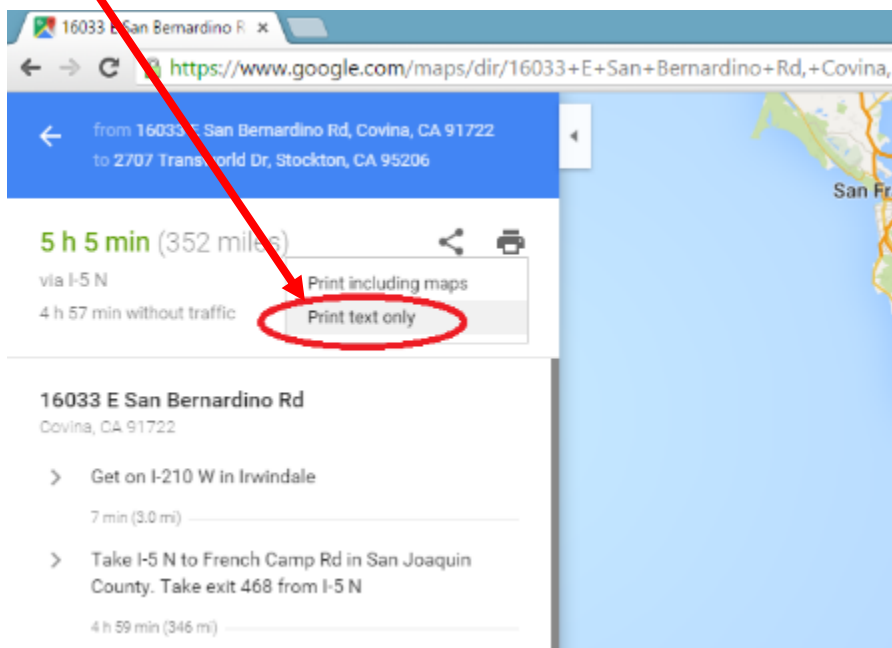
5. Click on the route that you took.



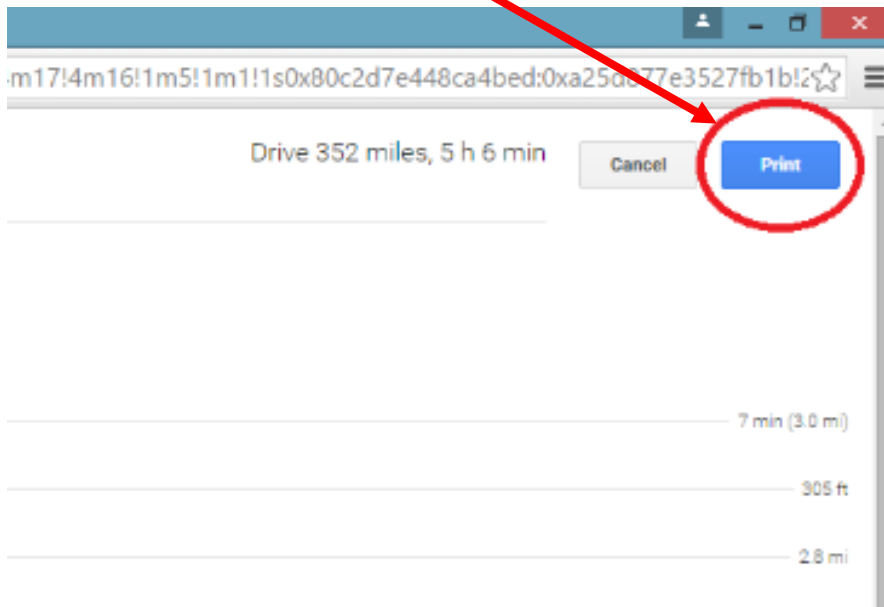
6. Hit the "printer" icon.



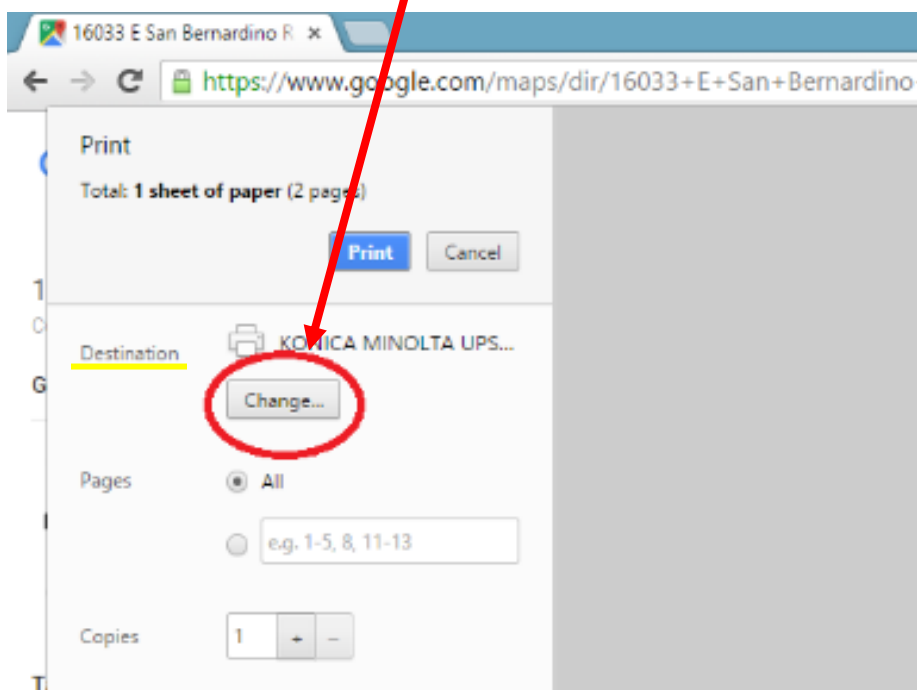
7. Once you hit the printer icon, it will give you two options to choose from. Click on the "Print text only" option.



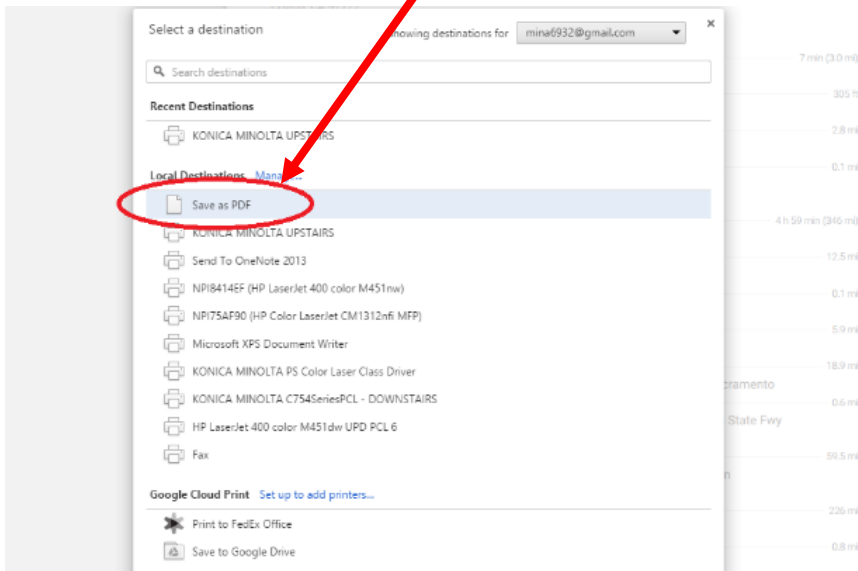
8. Then go ahead and click on the “Print” button that’s in the top right corner.



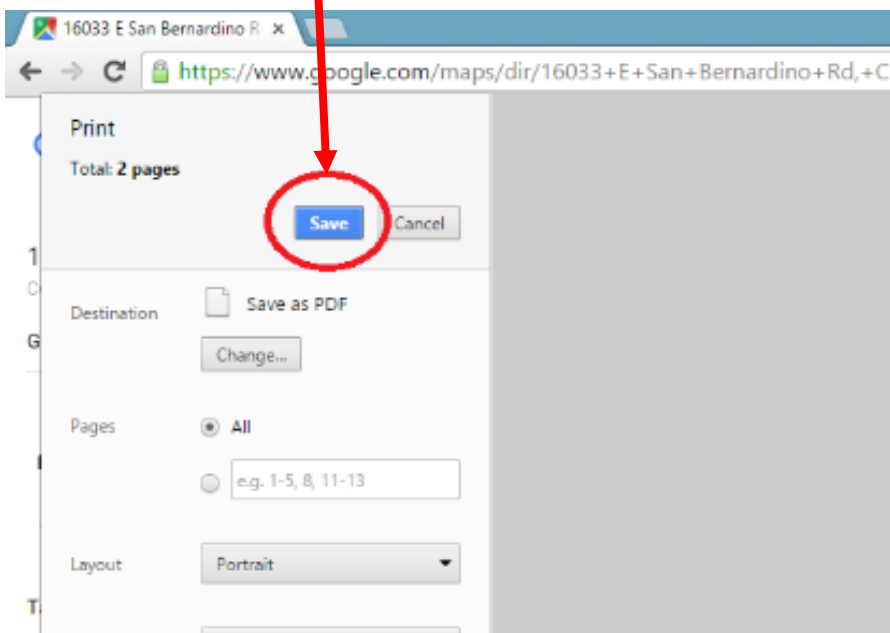
9. Next, you have to click on the “Change” button under “Destination” on the left-hand side.



10. Click on the option that says, "Save as PDF."



11. Then you just click the "Save" button.



12. Save the PDF file using your name, the name of the destination (or event), and the date. For example,

“Alex Medina, Teacher institute, Stockton, 11.08.15.” Make sure to save the document wherever you save all your CABE Travel Expense Reimbursement request forms.

