



## INSTRUCTIONS FOR COMPLETING EXPENSE VOUCHERS

Expense vouchers should be prepared to cover expenses actually incurred while traveling or engaged in activities on behalf of the school district. No mileage is paid traveling to and from work; however, if you are required to teach (provide services) in two buildings on the same day, you are entitled to receive mileage for the distance between those two buildings. **Mileage reimbursement is paid at the rate of .67¢ (67 cents) per mile (as of January 1, 2024).**

The following chart of frequently used mileage areas based on official Minnesota Highway Maps and odometer readings for in-district mileage is provided for ready reference. If your combination of travel is not provided, you will need to determine distance with your car odometer.

### **From RBEC/District Office to:**

Cannon Falls .. 27 miles  
Goodhue ..... 12 miles  
Kenyon ..... 37 miles  
Lake City ..... 17 miles  
Wanamingo ... 28 miles  
Zumbrota ..... 20 miles  
Mazeppa ..... 27 miles  
Roseville(MDE) 56 miles  
Rochester .....44 miles  
Brainerd ..... 182 miles  
Colvill ..... 3 miles  
TBMS ..... 2 miles  
Sunnyside..... 3 miles  
Burnside ..... 8 miles  
ZED ..... 52 miles

### **From Cannon Falls to:**

Goodhue ..... 22 miles  
Kenyon ..... 22 miles  
Lake City ..... 39 miles  
Wanamingo ... 18 miles  
Zumbrota ..... 23 miles  
Mazeppa ..... 30 miles  
RBEC ..... 27 miles

### **From Goodhue to:**

Cannon Falls .. 22 miles  
Kenyon ..... 26 miles  
Lake City ..... 21 miles  
Wanamingo ... 15 miles  
Zumbrota ..... 15 miles  
Mazeppa ..... 9 miles  
RBEC..... 12 miles

### **From Kenyon to:**

Wanamingo ... 12 miles  
Cannon Falls .. 22 miles  
Goodhue ..... 26 miles  
Lake City ..... 43 miles  
Zumbrota ..... 17 miles  
Mazeppa ..... 25 miles  
RBEC ..... 37 miles

### **From Wanamingo to:**

Kenyon ..... 12 miles  
Cannon Falls .. 18 miles  
Goodhue ..... 15 miles  
Lake City ..... 33 miles  
Zumbrota ..... 7 miles  
Mazeppa ..... 14 miles  
RBEC ..... 28 miles

### **From Zumbrota to:**

Mazeppa ..... 8 miles  
Goodhue ..... 15 miles  
Cannon Falls ... 23 miles  
Kenyon ..... 17 miles  
Lake City ..... 26 miles  
Wanamingo ..... 7 miles  
RBEC ..... 20 miles

### **From Mazeppa to:**

Zumbrota ..... 8 miles  
Goodhue ..... 9 miles  
Cannon Falls .... 30 miles  
Kenyon ..... 25 miles  
Lake City ..... 20 miles  
Wanamingo ..... 14 miles  
RBEC ..... 27 miles

RWHS to TBMS .... 2 miles  
RWHS to TV ..... 9 miles  
RWHS to Colvill..... 3 miles  
RWHS to Burnside .... 8 miles  
RWHS to Sunnyside .. 3 miles