

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 .655¢ (65.5 cents) per mile (as of January 1, 2023).**

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
Rochester44 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