



**West Potomac High School
External Review Team Visit
Mileage Form**



Please complete the information requested below.

Name _____

Monday February 15, 2016 – One way

Travel from:

Travel to Holiday Inn Express, 6055 Richmond Highway, Alexandria, Virginia 22303

Total miles:

Please print and attach map that shows mileage (Google Maps, Mapquest).

_____ check if you drove

Tuesday February 16, 2016 – Round trip

Travel from Holiday Inn Express, 6055 Richmond Highway, Alexandria, Virginia 22303

Travel to West Potomac High School, 6500 Quander Road, Alexandria, Virginia 22307

Total miles: 2.4 miles

_____ check if you drove

Wednesday February 17, 2016 – one way

Travel from Holiday Inn Express, 6055 Richmond Highway, Alexandria, Virginia 22303

Travel to West Potomac High School, 6500 Quander Road, Alexandria, Virginia 22307

Total miles: 1.2 miles

Wednesday February 17, 2016 – One way

Travel from West Potomac High School, 6500 Quander Road, Alexandria, Virginia 22307

Travel to:

Total miles:

Please print and attach map that shows mileage (Google Maps, Mapquest).

Please make sure that you have attached two maps with this form when you submit for mileage reimbursement. Mileage is reimbursed at the IRS rate of \$0.54 per mile.