

Student Support Services - Itinerant Schedule with MBB Calculator

Name:	Position:	Date:
Home/Cell(s):	Office Phone(s):	
Physical Home Address:		Base School:

Miles between home and base:		Note: miles between home and base are not reimbursable
		subtract home-base MBB reimbursable miles home to site #2
Miles between home and site #2:		
		subtract home-base MBB reimbursable miles home to site #3
Miles between home and site #3:		
		subtract home-base MBB reimbursable miles home to site #4
Miles between home and site #4:		

To determine MBB (miles beyond base) reimbursable mileage use the following formula:

Miles between home and start or end site – miles between home and base site = MBB reimbursable miles.

Note: If the number is a positive number, these miles are reimbursable. If the calculation results in a negative number, there are no reimbursable miles. All miles are rounded up.

Monday	Tuesday	Wednesday	Thursday	Friday
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Start Time					
Start Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
End Time					
End Site					

Additional Info: