Mapquest Map Miles Printout

Please follow the steps below for printing map miles when requesting mileage reimbursement.

Go to www.mapquest.com

Click the “Get Directions” button on the left

Enter your starting and ending point then click “View Route Directions”

Click “Print”
To the left of the screen, select “Directions List Only”. We do not need a printout of the map.

At this point, you have the option to enter notes regarding the trip. It’s not necessary but an option in case there’s something you would like the business office to know.

When you’re ready to print, click the green “Print” button.
Your Mapquest printout should look something like this. This format is easy to read and has all the required information on the top left corner.

Providing a different format may cause delays in processing your paperwork due to missing information or legibility problems due to busy backgrounds.