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Directions for MILEAGE TRACKING LABELS AND LABEL SOURCE

1. Use the template below to create labels which can be printed and attached to a simple envelope.
2. The template enables you to track mileage for a two week period.
3. When you return to your office, you can easily enter your mileage for that time period's expense report.
4. Use AVERY 5978 labels which are florescent and very colorful making them easy to locate in you travel materials.
5. Avery 5878 come 10 labels per sheet and are colored: florescent yellow magenta, green, pink. These labels are available at any office supply store or online.
6. Put the Avery label page your printer and use template below to print.

