

# How to use travel calculation spreadsheet



You need Microsoft Excel (or an application that reads Excel files) to use this template.

1. Put your club name in Club/organisation Name
2. Start filling out team travel requirements from row 11 down. Fill out team, date, where they are travelling to, return mileage kms, and how many vehicles will be travelling. As you enter new rows, totals will be automatically calculated in the total distance travelled column and also at the top for total cost of travel. Please see the below example.

	A	B	C	D	E	F
1						
2	<b>Rural Travel Fund Mileage Calculations</b>					
3						
4	<b>Club/Organisation Name:</b>		Springhurst Spiders			
5						
6					Rate per km	\$0.72
7					Total Km's travelled	1754
8					<b>TOTAL COST OF TRAVEL</b>	<b>\$1,262.88</b>
9						
10	<b>Team</b>	<b>Date</b>	<b>To</b>	<b>Return Mileage</b>	<b>Number of Vehicles</b>	<b>Total Distance Travelled</b>
11	Junior A	13/05/2017	Dunsandel	69	3	207
12		20/05/2017	Rolleston	16	3	48
13		27/05/2017	Lincoln	19	3	57
14		3/06/2017	Prebbleton	42	3	126
15	Junior B	13/05/2017	Rolleston	16	4	64
16		20/05/2017	Darfield	72	4	288
17		27/05/2017	Lincoln	19	4	76
18		3/06/2017	Leeston	46	4	184
19	Girls A	13/05/2017	Lincoln	19	4	76
20		20/05/2017	Dunsandel	69	4	276