HOW TO CREATE A ROUTE:

Go to Google Maps https://maps.google.com/
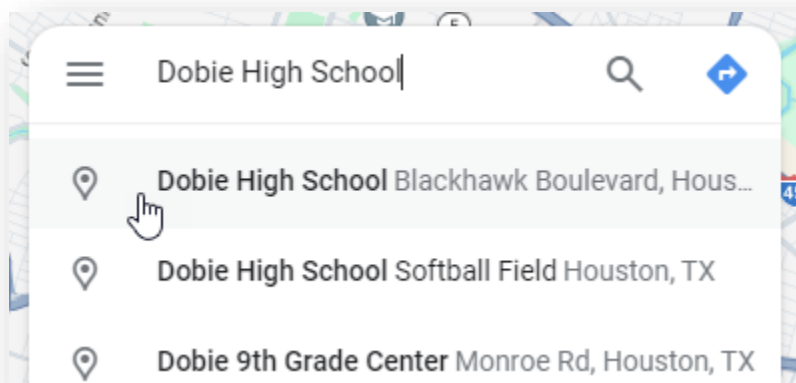
Search the **arrival address/ location.**
For example, Dobie High School
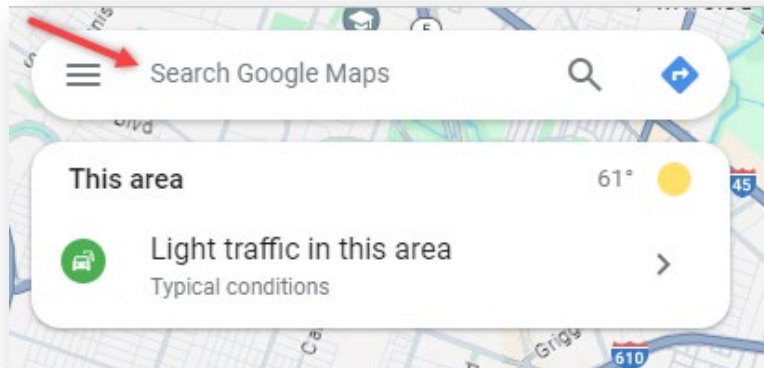
Select the **arrival address/ location**.

Click on **Directions**
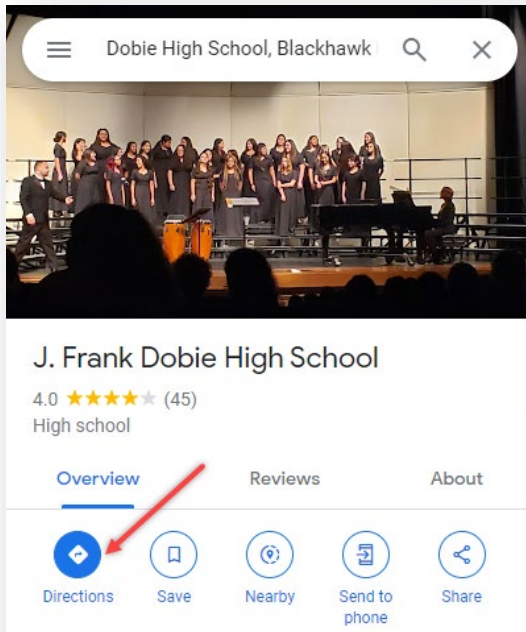

Enter the **departure address or location**.
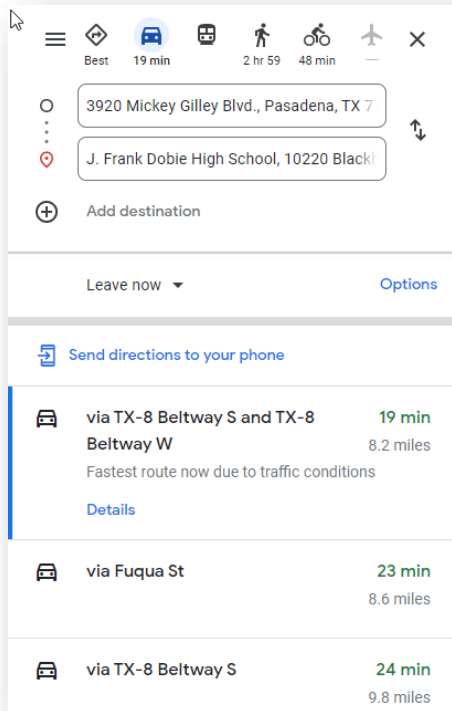*For example, 3920 Mickey Gilley Blvd Pasadena, TX 77505*
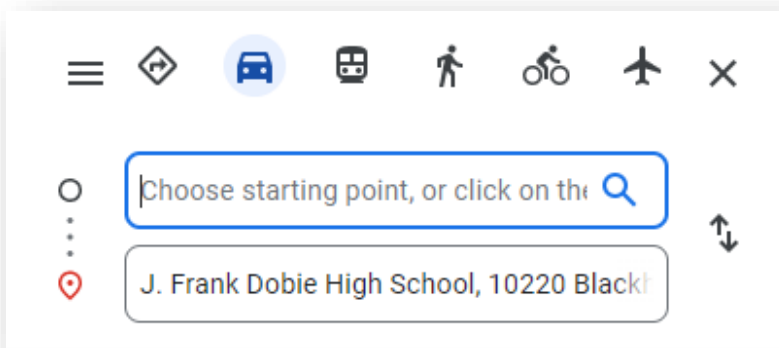
Select a route.

NOTE: It's important to have specific routes for each leg of a round trip.

HOW TO ELIMINATE TOLL OPTIONS ON GOOGLE MAPS:
Once you enter the Departure and Arrival address,
Click **Options**
This brings up the Route options, under **Avoid** you will need to select the **TOLLS** box. This will eliminate routes that have tolls.
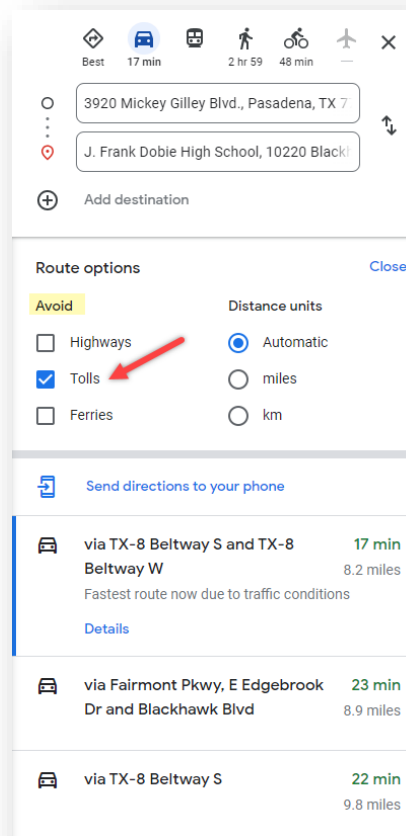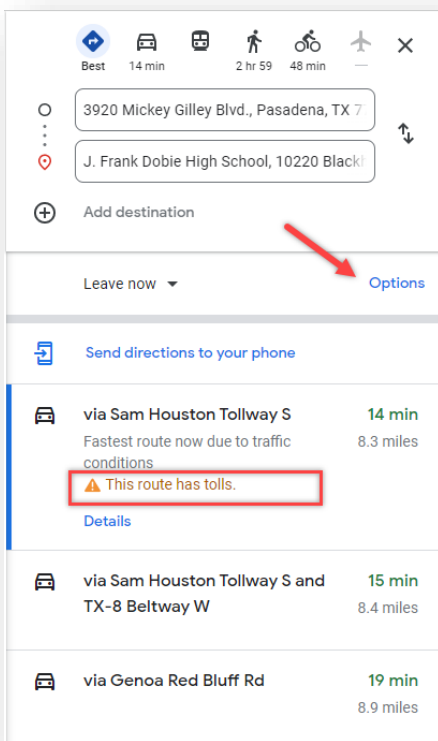
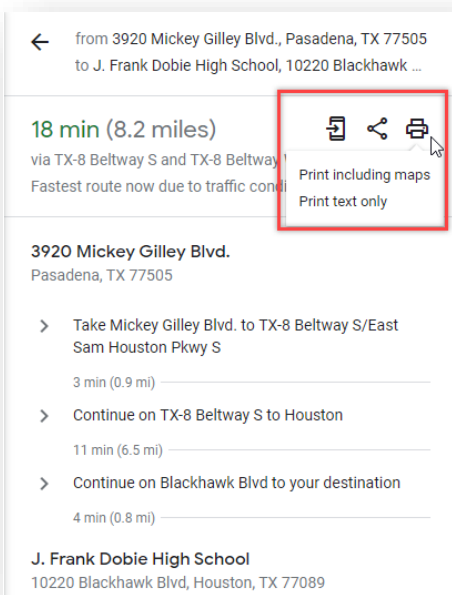Reimbursement for tolls needs to go through an *Employee Reimbursement*.
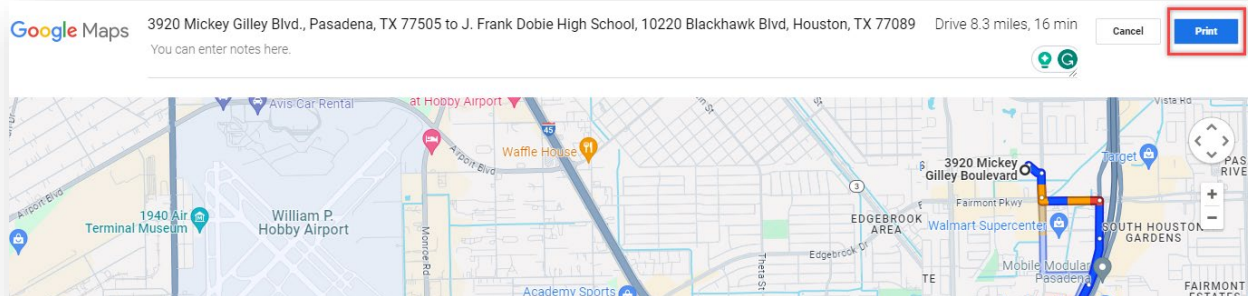
HOW TO SAVE THE MAP AS A PDF:
Select which route you are going to take.
Click on the **printer icon** in the right-hand corner.
Click **Print including maps**.

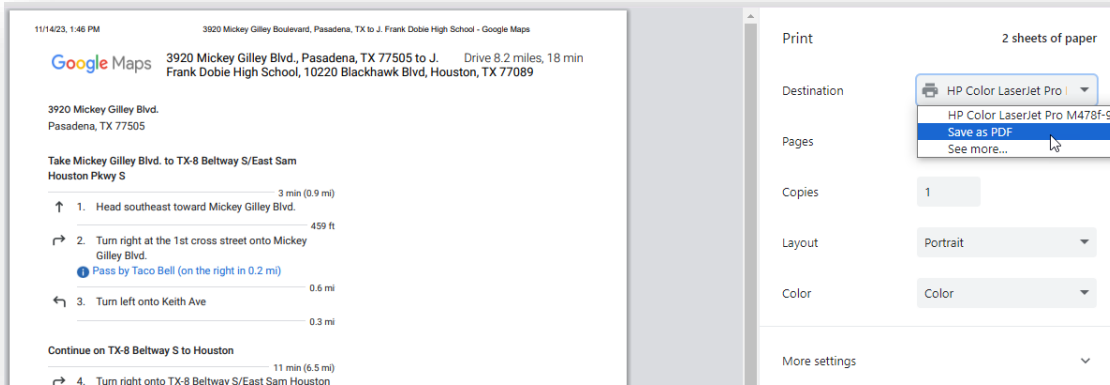Click **Print** in the upper right-hand corner.

Use the drop-down menu on the Destination field.
Select **Save as PDF.**

Click **Save**.
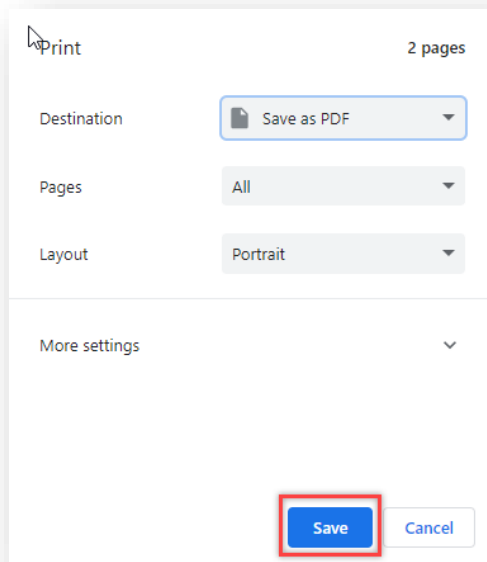
Save the file to your computer by clicking **Save.**