

Required Travel Reimbursement Information

Name _____ Date _____

Current Personal Physical Address _____

Official Work Station _____

Physical Address of Official Work Station _____

_____ Mileage From Home to Official Workstation (Use Google Maps only)

*If Google Maps does not include your home address, follow the steps below and have close communication with one's supervisor and/or director.

1. List the nearest landmark (town, post office, store, fire station) that is shown in Google Maps _____.
2. Determine the distance from the landmark to official workstation (Google Maps) _____ miles.
3. Get an odometer reading from your home to the landmark _____ miles.
4. Total = _____ (landmark to work station + odometer reading) or possibly (landmark to work station – odometer reading) or

In some cases a simple odometer reading from home to the work station might be an option. _____ miles

Employee's Signature _____ Date _____

Director's Signature _____ Date _____

**Google Map mileage must be attached to this form.*