

MILEAGE BETWEEN BUILDINGS REIMBURSEMENT

This is the formula to determine your mileage reimbursement when you have been assigned to multiple work sites.

Please claim your reimbursement at the end of each nine-weeks.

1. Mileage from home to your first work site of the day, to your second site, and home again.
2. Mileage from your home to your first work site of the day and home.
3. Reimbursable miles (Line 1 minus Line 2).
4. Number of days traveled in quarter.
5. Total miles for quarter (line 3 times Line 4).
6. Reimbursement (Line 5 times .545 cents).

Employee name _____

Quarter 1 _____ 2 _____ 3 _____ 4 _____

Approved by _____

Date