

People's Place Travel Reimbursement Form

Standard Worksite Mileage (home to work-site round trip mileage) Reimbursable Miles for each date= all miles- standard home to worksite to home mileage

EXAMPLES

Example #1- a) Standard Miles for employee = 40 (employee drives 20 miles each way from Dover to Milford work-site)

b) On June 10th employee drives from home to Middletown (26 miles) and from Middletown to home (26 miles)

c) Actual miles driven on June 10th = 52 miles

d) standard worksite mileage = 40 miles

e) reimbursable miles= actual (52) - standard (40)= reimbursable miles (12)

Example #2- a) Standard Miles for employee= 20 (employee drives 10 miles each way from Milton to their program in Milford)

b) On June 16th employee drives from home to Milford Visitation Center (10 miles) and from Milford Visitation Center to Georgetown Visitation Center (20 miles)

the employee then traveled from Georgetown Visitation Center to home (10 miles)

c) Actual miles driven= on June 16th 40 miles

d) Standard miles- 20

e) reimbursable miles = actual (40) - standard (20) = reimbursable miles (20)

Date	Starting Point	Destination	Purpose or Description	Actual Miles Traveled for each trip	Total Actual Miles per date	Reimbursable Miles = actual miles - standard miles	Circle Rate	Amount (reimbursable miles X rate)	Tolls & Parking (6407)	Meals (6503)
							w/o client or w/client			
Example #1 6/10/2008	Home (Milford)	Middletown	Training	26	52	12	\$.42 / \$.46	\$5.04		
	Middletown	home		26			\$.42 / \$.46			
Example #2 6/16/2008	Home (Milton)	Milford Visitation Center	work-site	10	40	20	\$.42 / \$.46	\$8.40		
	Milford Visitation Center	Georgetown Visitation Center	packet delivery	20			\$.42 / \$.46			
6/16/2008	Georgetown Visitation Center	Home (Milton)		10			\$.42 / \$.46			
							\$.42 / \$.46			

* If you have more than two trips in a day use the next block.