Mileage Log

Home Address: ______________________

Work Site Address: ______________________

Round Trip Base Commute Mileage: ______________________

Name: ______________________ Dept: ______________________

DATE	STARTING POINT	DESTINATION	TOTAL MILES	PERSONAL / COMMUTE MILES	ADJ TOTAL	PURPOSE
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
Reviewed By:			0	0	0	Total Business Miles
Review Date:					$ 0.00	Amount of Reimbursement
				OTHER		
Signature:		Date:		GRAND TOTAL	$ 0.00	

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Employee's Signature Date

Direct trips between the employee's residence and the work site are considered commuting miles and are not reimbursable. Mileage reimbursement covers only those miles incurred above and beyond the employee's normal commute to the work site. For example, if the normal commuting round trip is 20 miles and the employee goes on a business trip leaving directly from home that covers 90 miles, only the incremental 70 miles are reimbursable. I hereby certify that the above information is correct.