Mileage Log

Home Address: N/A
Work Site Address: Ascend Bldg.
Round Trip Base Commute Mileage: N/A
Name: Lauren Palmieri
Dept: DTCS

DATE	STARTING POINT	DESTINATION	TOTAL MILES	PERSONAL / COMMUTE MILES	ADJ TOTAL	PURPOSE
7/28/16	Ascend Bldg., Columbia	George Howard Bldg., Ellicott City (round trip)	16	0	16	DTCS Meeting for Committee Presentations
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
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					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
			16	0	16	**Total Business Miles**
					$ 8.86	**Amount of Reimbursement**
				OTHER		
				GRAND TOTAL	$ 8.86	

Reviewed By:
Review Date:
Signature: **Date:**

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.