

Mileage

SAMPLE ITEMIZATION OF MILEAGE CLAIMED FOR REIMBURSEMENT

DATE	TRAVEL			PURPOSE	WE #	Miles	Rate	Amount
	FROM	TO	TO					
Trips When Staff Vehicle <u>NOT</u> Available								
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
				Total		0		\$0.00
Trips When Staff Vehicle <u>IS</u> Available								
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
				Total		0		\$0.00

TOTAL MILES TRAVELED 0

* IRS increased mileage rate effective 01/01/2015

Total when Staff Vehicle is not available	\$0.575	\$0.00
Total when Staff Vehicle is available	\$0.15	\$0.00

MILEAGE REIMBURSEMENT \$ -