AdminSure

MILEAGE FORM

Employee Name: _____

Period Ending:_____

Mileage Instructions
Please indicate the round-trip miles actually traveled for your appointment (reasonable route).
Non-work day: Generally claim round-trip miles from home to the appointment and back.
Work day: If you would have traveled to/from work regardless, claim only the additional miles caused by the appointment (miles beyond your normal commute). If you traveled directly from home (and did not make your normal work trip), claim the round-trip miles actually traveled.

DATE	ORIGIN AND DESTINATION		MILEAGE