IN-HOME MILEAGE & EXPENSE REPORT

Employee: **Position:**

DATE	TRAVEL FROM	TRAVEL TO	PURPOSE	TOTAL MILES	TRAVEL START TIME	TRAVEL END TIME	TOTAL HOURS
						TOTAL HOURS	

Travel to and from information must be detailed information and recorded start and end times must include a.m. or p.m.; without detailed information this document cannot be processed. Travel time will be paid at $8.60 per hour. All information listed on this document will be compared with a GPS system for relative accuracy.

Employee Signature Date

By signing this document you are attesting that all the information contained within is accurate to the best of your knowledge.

Authorization Date

TO BE COMPLETED BY CERTIFIED MANAGER

Travel Time: _____

Reimb @ $8.60 p/hour

Mileage: _____

Reimb @ $0.485 p/mile

Ent'd & Paid: _____