



# BlueSun Flagger Mileage Reimbursement Log

Employee Name		Signature	Date
Week Ending		Customers	REIMBURSEMENT RATE
			\$0.55
DATE		ODOMETER READING	REIMBURSABLE MILES
Monday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Tuesday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Wednesday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Thursday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Friday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Saturday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		
Sunday	LEAVING HOME		
	ARRIVE AT REPORTING LOCATION		
	LEAVE REPORTING LOCATION		
	ARRIVE HOME		

Total Miles

Total Reimbursement

Reimbursable miles equal miles driven over 100 miles from home to reporting location and returning from reporting location to home (50 miles each way). Plus all miles drive while on the job.

Reimbursable miles equal ARRIVE AT REPORTING LOCATION minus LEAVING HOME plus ARRIVE HOME minus LEAVE REPORTING LOCATION plus LEAVE REPORTING LOCATION minus ARRIVE AT REPORTING LOCATION.