

**Goucher College
Mileage Reimbursement Worksheet**

Trip Date(s)									Total
Trip start location	Residence, Goucher, or Other								
Trip end	Residence, Goucher, or Other								
Trip Destination									
Total miles driven									
Less normal daily commute adjustment		see guidance below							
Miles eligible for reimbursement		If less than 10 miles, amount equals zero.							
Automobile mileage reimbursement rate	effective 1/1/16- 12/31/16	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54	\$ 0.54	
Automobile mileage reimbursement	Carry forward to Form TR-2016.09 if applicable								

The college will reimburse transportation costs to the extent such costs exceed the normal daily cost to commute to their office and the trip is greater than ten miles. The normal daily roundtrip commute should therefore be subtracted from the total miles driven on Goucher business. If Goucher College is either the point of origin or the point of return, only half the normal daily roundtrip commute is required to be deducted. If Goucher is both, no deduction need be made.

Employee signature and date

Supervisor signature and date