



## MILEAGE REIMBURSEMENT REPORT

Name: \_\_\_\_\_ Month Ending: \_\_\_\_\_  
 Payroll No: \_\_\_\_\_ Project # \_\_\_\_\_ Task # \_\_\_\_\_  
 Mail Station No: \_\_\_\_\_ Expenditure Org: \_\_\_\_\_

### Use of Private Automobile to travel on Fermilab site

A) Flat Charge One -Way Trips - Tally		Total One Way Trips	
WH/Village	Dates: _____		X \$1.08 = _____
B) Other Trips On-Site			
<u>Destination</u>	<u>Date</u>	<u>Purpose</u>	<u>Mileage</u>
_____	_____	_____	X \$.36 = _____
_____	_____	_____	X \$.36 = _____
_____	_____	_____	X \$.36 = _____
_____	_____	_____	X \$.36 = _____
_____	_____	_____	X \$.36 = _____
_____	_____	_____	X \$.36 = _____
TOTAL COST ON-SITE MILEAGE			\$ _____

### Use of Private Automobile to travel off-site

<u>Destination</u>	<u>Date</u>	<u>Purpose/Company</u>	<u>Mileage</u>	
_____	_____	_____	_____	X \$.36 = _____
_____	_____	_____	_____	X \$.36 = _____
_____	_____	_____	_____	X \$.36 = _____
_____	_____	_____	_____	X \$.36 = _____
_____	_____	_____	_____	X \$.36 = _____
_____	_____	_____	_____	X \$.36 = _____
			Sub-total Mileage	Miles _____ \$ _____
SITE TO ANL = 23 MILES			Parking Fees	_____
SITE TO O'HARE = 28 MILES			Tolls	_____
*Explain & attach receipt			Misc.*	_____
TOTAL COST OFF-SITE MILEAGE				\$ _____

TOTAL REIMBURSEMENT \$ \_\_\_\_\_

\_\_\_\_\_  
 EMPLOYEE'S SIGNATURE \_\_\_\_\_  
 DIVISION APPROVAL