



MILEAGE LOG SHEET

EMPLOYEE NAME:

DATE:

Total Incremental:
 Total Reimbursement:

DATE	PERSON TO SEE	PURPOSE / SUBJECT MATTER ROUND-TRIP MILES	MILEAGE
DESTINATION [STREET ADDRESS & CITY]		LESS: ROUNDTRIP COMMUTING MILEAGE	30.00
FROM:	TO:	INCREMENTAL MILEAGE	
Point of Origin to First Patient		MILEAGE RATE	0.56
		TOTAL REIMBURSEMENT	
DATE	PERSON TO SEE	PURPOSE / SUBJECT MATTER ROUND-TRIP MILES	MILEAGE
DESTINATION [STREET ADDRESS & CITY]		LESS: ROUNDTRIP COMMUTING MILEAGE	30.00
FROM:	TO:	INCREMENTAL MILEAGE	
First Patient to Second Patient		MILEAGE RATE	0.56
		TOTAL REIMBURSEMENT	
DATE	PERSON TO SEE	PURPOSE / SUBJECT MATTER ROUND-TRIP MILES	MILEAGE
DESTINATION [STREET ADDRESS & CITY]		LESS: ROUNDTRIP COMMUTING MILEAGE	30.00
FROM:	TO:	INCREMENTAL MILEAGE	
Second Patient to Third Patient		MILEAGE RATE	0.56
		TOTAL REIMBURSEMENT	
DATE	PERSON TO SEE	PURPOSE / SUBJECT MATTER ROUND-TRIP MILES	MILEAGE
DESTINATION [STREET ADDRESS & CITY]		LESS: ROUNDTRIP COMMUTING MILEAGE	30.00
FROM:	TO:	INCREMENTAL MILEAGE	
Third Patient to Fourth Patient		MILEAGE RATE	0.56
		TOTAL REIMBURSEMENT	

Mileage reimbursement is meant to cover only those miles incurred above and beyond the 30 round trip miles inclusive with employee's agreed commute to his/her place of business or per patient visit. Mileage computation is computed individually, per trip or per patient travel. This Mileage log sheet should be accompanied with an online mileage calculator such as MapQuest or other electronic verification of miles driven. Only completed Mileage Log sheet with complete attachments are eligible for reimbursement. Completed Mileage log sheet means route sheet, clinical notes, mileage log sheet, and online calculator print outs were submitted together and information contained in them matches with each other.