

Mileage

Mileage reimbursement is only eligible to team members who are traveling from outside Pinellas County. Mileage is calculated by the accounts payable department and is the shortest route between two points per routing software. See the mileage reimbursement table on page 5. Rate per mile will be calculated by dividing the average cost per gallon of unleaded in Florida by 20 miles per gallon then adding .05¢ per mile for repair and maintenance.

Example: \$3.50 \ 20mpg = .17¢ per mile

.17¢ per mile + .05¢ = .22¢ reimbursed per mile

Home Address

House Number	Street	Unit
,FL		
City	State	Zip

	Date	From	To	Miles
Ex.	10/15/2008	Home	Distribution Center	O
1				F
2				F
3				I
4				C
5				E
6				
7				U
8				S
9				E
10				
11				O
12				N
13				L
14				Y
15				
16				
17				
18				
Total				
Rate				
Reimbursed				

I hereby verify this information to be fact

Date

Meals

\$20 max per single meal, \$30 per day total for breakfast, lunch and dinner. Reimbursements are only paid on itemized receipts. No alcoholic beverages will be reimbursed. Original itemized receipts must be submitted to Accounts Payable at a-p@leadersfurniture.com.

Team members traveling from out of town and staying overnight will be given a maximum food allowance for breakfast lunch and dinner. The total for any one meal shall not exceed \$20. The total of all three meals shall not exceed \$30. Single meal expenses exceeding \$20 or the total for the day exceeding \$30 are considered to be the team members discretionary spending and will not be reimbursed. To be eligible for reimbursement itemized receipts must be handed in to the corporate trainer and logged on the form below. Alcoholic beverages are not reimbursable.

	Date	Meal			Total
Ex	10/15/2008	Breakfast	Lunch	Dinner	\$7.36
1		Breakfast	Lunch	Dinner	
2		Breakfast	Lunch	Dinner	
3		Breakfast	Lunch	Dinner	
4		Breakfast	Lunch	Dinner	
5		Breakfast	Lunch	Dinner	
6		Breakfast	Lunch	Dinner	
7		Breakfast	Lunch	Dinner	
8		Breakfast	Lunch	Dinner	
9		Breakfast	Lunch	Dinner	
10		Breakfast	Lunch	Dinner	
11		Breakfast	Lunch	Dinner	
12		Breakfast	Lunch	Dinner	
13		Breakfast	Lunch	Dinner	
14		Breakfast	Lunch	Dinner	
15		Breakfast	Lunch	Dinner	
16		Breakfast	Lunch	Dinner	
17		Breakfast	Lunch	Dinner	
18		Breakfast	Lunch	Dinner	
19		Breakfast	Lunch	Dinner	
Total					

I hereby verify this information to be fact.

Date