

MILEAGE

The grant will reimburse for mileage up to the IRS Standard Mileage Rate in effect at the time of travel. Documentation to support this cost includes a mileage log and related MapQuest or Google Maps.

The Mileage Log should contain the following information:

1. Name of Employee - only employees listed on the budget as working on the grant will be reimbursed.
2. Dates of travel
3. Full Address of the Starting Location ("From")
4. Full Address of the Destination ("To")
5. Detail Purpose of the travel (e.g. Home Visit to JJ9 Match)
6. Miles driven
7. Reimbursable rate - The grant will reimburse at your agency's rate, not to exceed the IRS standard mileage rate. For 2020, the IRS standard mileage rate is 57.5 cents/mile.
8. Signature and Date of Employee and Supervisor

A map (e.g. MapQuest, Google Maps, or similar) stating the miles driven must be attached to confirm miles driven.

If additional costs such as parking fees or tolls are claimed, these items must be listed separately on the log and receipts must be attached.

Note: If the trip either begins or ends at a location other than the employees' office, (i.e. Home) the mileage allowed is the lesser of the mileage between the destination and the alternative location, (i.e. Home) or the mileage between the destination and the employee's office.

Please do not include the names of the Littles' on the mileage log.

For reimbursement, mileage can be claimed at either the TCS or actual mileage rate. The method of reimbursement must be specified on the budget. Once a method is chosen, it cannot be changed.

Examples of Allowable mileage include: match/volunteer interviews, home visit, match meeting.

Examples of Unallowable mileage include: Fundraiser, staff picnic.

EXAMPLE:

In the example below, the employee will be reimbursed \$75.60 by the agency. However, the agency will be reimbursed from the grant at an amount less than what the employee will be reimbursed because of unallowable mileage and the method chosen on the initial budget:

- If the agency chooses the direct method of 100%, the agency will be reimbursed \$29.60 for all the JJ9 specific mileage.
- If the agency chooses the TCS factor, the agency will be reimbursed for the amount equal to \$57.20 multiplied by the TCS factor for the month.

Mileage Report for the Month of <u>March 2020</u>							
Agency: <u>Big Brothers Big Sisters of XYZ</u>							
Employee Name (Print): <u>Jane Doe</u>							
Date	From (Full Address)	To (Full Address)	Purpose	Grant*	# of Miles	Parking/Tolls	Amount
3/3/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Child Interview	JJ9	16		\$ 9.20
3/10/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Match Introduction	JJ9	16		\$ 9.20
3/12/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Match Meeting		16		\$ 9.20
3/16/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Match Introduction		16		\$ 9.20
3/19/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Match Event	JJ9	16	\$ 2.00	\$ 11.20
3/24/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Child Interview		16		\$ 9.20
3/30/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Fundraiser		16		\$ 9.20
3/31/2020	Big Brother Big Sisters Office N Rocky Point Dr, Tampa FL 33607	2502 J. German Library 900 N Ashley Dr, Tampa FL 33602	Staff Event		16		\$ 9.20
TOTAL							\$ 75.60

* If the mileage is for a specific federal grant, please indicate the grant (eg. JJ9)

Mileage Rate: 57.5

Jane Doe 4/5/2020
Employee Signature & Date

James Smith 4/8/2020
Supervisor Signature & Date

Factor Type	Amount to Enter on Reimbursement Request
Other at 100%	\$ 29.60 Only JJ9 travel
TCS	\$ 57.20 All eligible travel: Does not include Fundraiser or Staff Event