

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 JJ10 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 2021, the IRS standard mileage rate is 56 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 \$73.68 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 \$28.88 for all the JJ10 specific mileage.
- If the agency chooses the TCS factor, the agency will be reimbursed for the amount equal to \$55.76 multiplied by the TCS factor for the month.

| Mileage Report for the Month of <u>March 2021</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 |
| 3/3/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Child Interview | JJ10 | 16 | | \$ 8.96 |
| 3/10/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Match Introduction | JJ10 | 16 | | \$ 8.96 |
| 3/12/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Match Meeting | | 16 | | \$ 8.96 |
| 3/16/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Match Introduction | | 16 | | \$ 8.96 |
| 3/19/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Match Event | JJ10 | 16 | \$ 2.00 | \$ 10.96 |
| 3/24/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Child Interview | | 16 | | \$ 8.96 |
| 3/30/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Fundraiser | | 16 | | \$ 8.96 |
| 3/31/2021 | Big Brother Big Sisters Office 2502 N Rocky Point Dr, Tampa FL 33607 | J. German Library 900 N Ashley Dr, Tampa FL 33602 | Staff Event | | 16 | | \$ 8.96 |
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| TOTAL | | | | | | | \$ 73.68 |

* If the mileage is for a specific federal grant, please indicate the grant (eg. JJ10)

Mileage Rate: 56.0

Jane Doe 4/5/2021
Employee Signature & Date

Jane Smith 4/8/2021
Supervisor Signature & Date

| Factor Type | Amount to Enter on Reimbursement Request |
|---------------|---|
| Other at 100% | \$ 28.88 Only JJ10 travel |
| TCS | \$ 55.76 All eligible travel: Does not include Fundraiser or Staff Event |