



Gurus Education

INSTRUCTIONS: Fill out this form and email to Ashish (ashish@guruseducation.com) at the end of the month for reimbursement.

Date	From	To	Miles	Miles to be reimbursed (Subtract 25 from total miles)	Toll
		Total Miles to be reimbursed			
		Total Amount (Per mile 57.5c)			

POLICY:

Mileage Reimbursement: If you drive more than 25 miles one-way to or from the class, Company will reimburse any additional mileage over 25 at prevailing IRS rate (2015 rate is 57.5c per mile)

Toll Reimbursement: Company will reimburse any bridge toll paid for driving to and from classes.