



# REGION 5 MILEAGE REIMBURSEMENT WORKSHEET

**Complete worksheet if choosing to use personal vehicle instead of airline travel.**

PERSONAL VEHICLE MILEAGE REIMBURSEMENT WORKSHEET			IEEE Mileage Rate
<i>Name</i>	<i>Travel From</i>	<i>Travel To</i>	<i>Report Date</i>
<p><i>When traveling to and from IEEE approved business meetings coach class airline fare is approved; however, each member is encouraged to make travel arrangement well enough in advance to acquire the least cost discount airfare. If a member on official IEEE business chooses to travel by personal vehicle, the allowable expense reimbursement is the mileage rate on the current expense form. The total reimbursement will be limited to the cost of coach class airline fare plus the cost of anticipated airport parking and/or local transportation costs.</i></p>			
<b>Part 1 – Determine out of pocket costs for use of personal vehicle</b>			<b>Amount</b>
<ul style="list-style-type: none"> <li>• Round-trip mileage to destination: _____ miles @ IEEE reimbursement rate .... <i>Include backup for mileage such as Google Maps, MapQuest, etc.</i></li> <li>• Actual or projected parking at destination.....</li> </ul>			<b>Totals</b>
<b>Part 2 – Estimate costs of airfare and related transportation expenses</b>			<b>Amount</b>
<ul style="list-style-type: none"> <li>• Advance purchase coach round-trip airfare to event destination..... <i>Include backup from service provider. Please use fare at least 14 days out.</i></li> </ul>			<b>Totals</b>
<ul style="list-style-type: none"> <li>• Round-trip mileage to airport: _____ miles @ IEEE rate .....</li> <li>• Estimated airport parking costs .....</li> <li style="text-align: right;">Or, <span style="float: right;"><i>Subtotal</i></span></li> <li>• Local airport transportation costs.....</li> </ul>			
<ul style="list-style-type: none"> <li>• Estimated local transportation at destination .....</li> </ul>			
<ul style="list-style-type: none"> <li>• Other expense (explain below)</li> </ul> <div style="border: 1px solid black; height: 20px; width: 50%; margin-top: 5px;"></div>			
<p><b>Enter the lesser of the Totals from Part 1 and 2. Attach mileage and airfare backup data to Current Expense Report Form.</b></p>			