

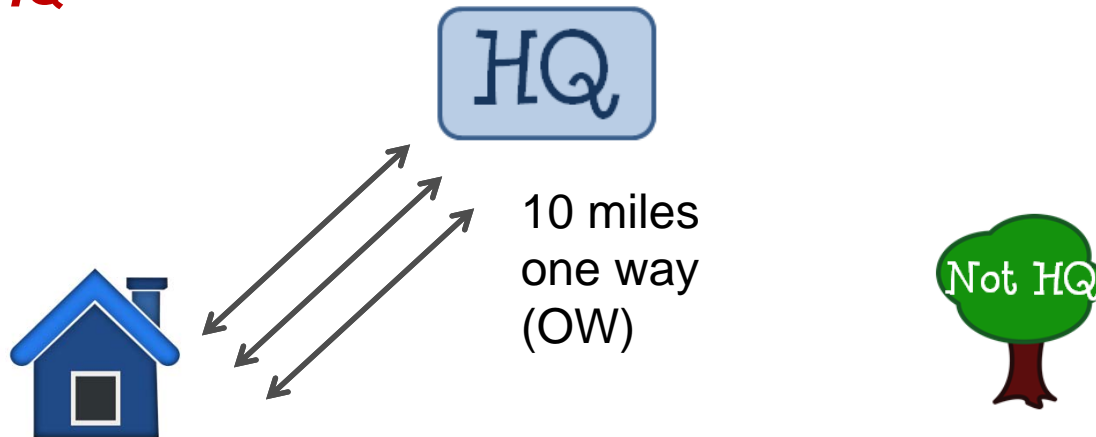


Mileage

Deduct your normal commute from your primary residence to work when traveling. **Mileage for your normal commute is not reimbursable.**

To and From HQ

No mileage is reimbursable on any day of the week.

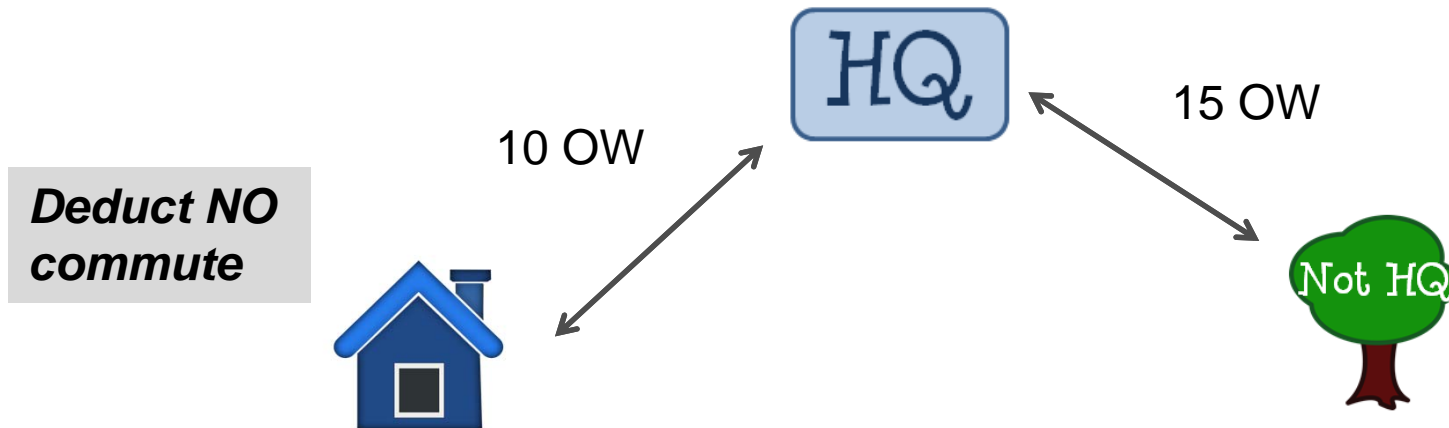




Mileage

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HQ to Site to HQ



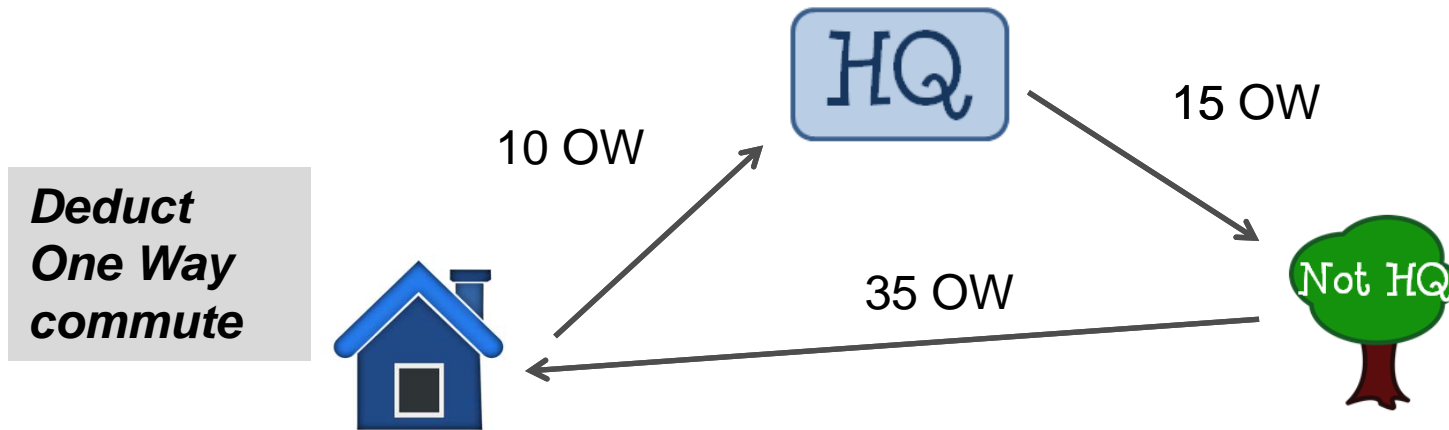
Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
<small>List full address, use Home or HQ by using shortcut above, or attach online map.</small>					
HQ	Not HQ Address	HQ	30.00	0.00	30.00



Mileage

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HQ to Site to Home



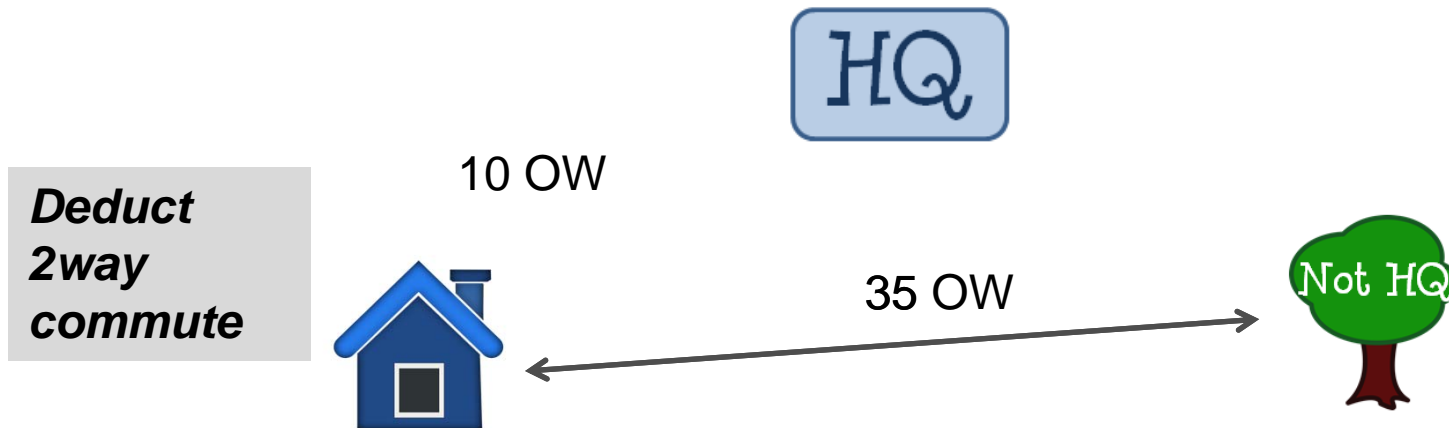
Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
<small>List full address, use Home or HQ by using shortcut above, or attach online map.</small>					
HQ	Not HQ Address	Home	50.00	10.00	40.00



Mileage

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Home to Site to Home



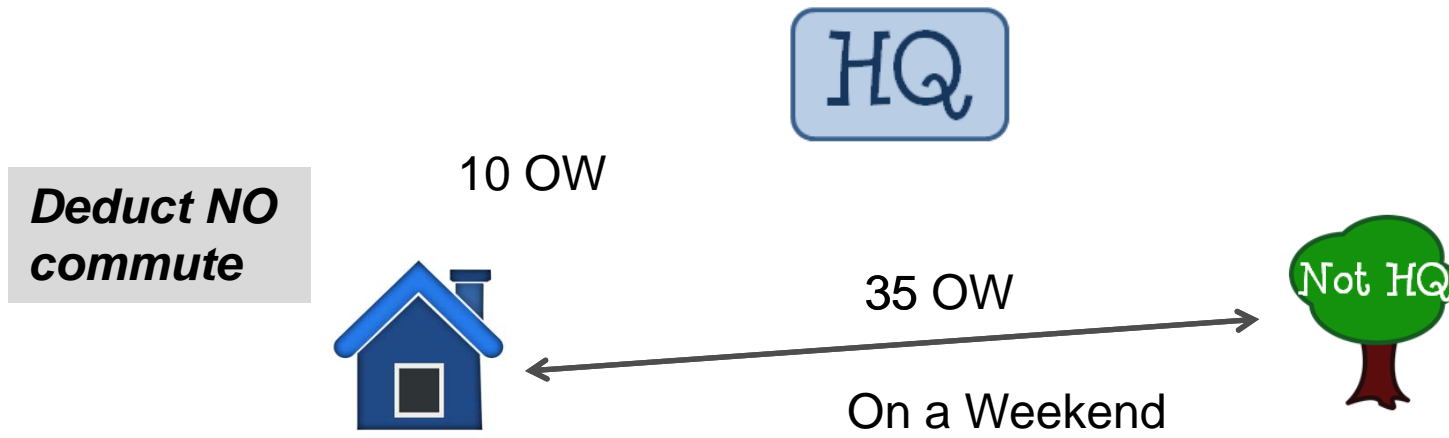
Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
<small>List full address, use Home or HQ by using shortcut above, or attach online map.</small>					
Home	Not HQ Address	Home	70.00	20.00	50.00



Mileage

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Weekend to Site



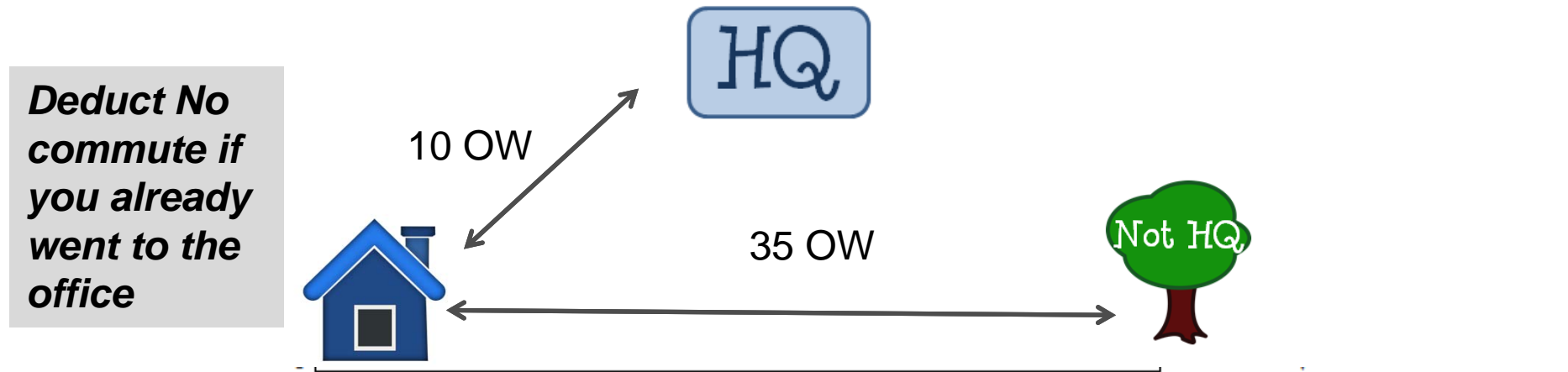
Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
Home	Not HQ Address	Home	70.00		70.00



Mileage

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Night Meeting



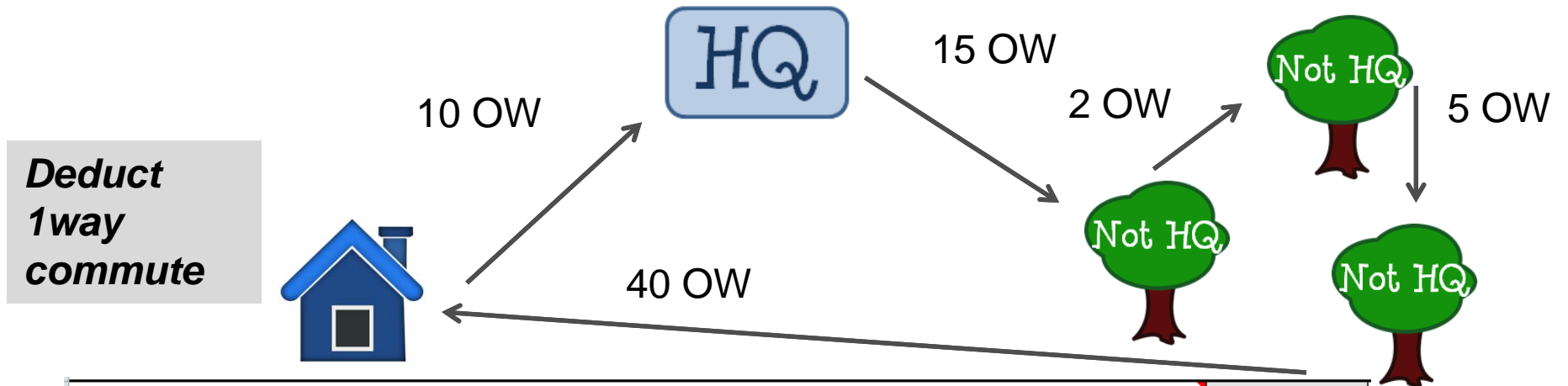
Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
Home - Night Mtg - Already made 1 commute	Not HQ Address	Home	70.00		70.00



Mileage

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Multiple Stops



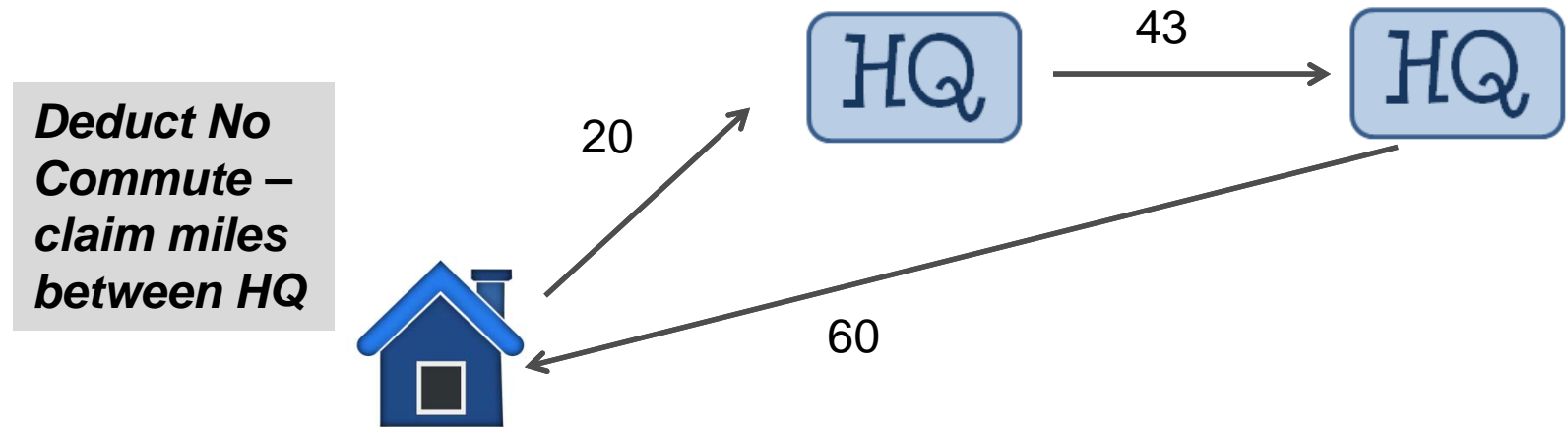
Travel Date <small>no overnight</small>	Starting location <small>List full address, use Home or HQ by using shortcut above, or attach online map.</small>	Destination	Ending Location	Miles driven	Less commute miles <small>if applicable</small>	Miles to be reimbursed
11/5/2015	HQ	Site 1 Address	Site 2 Address		0.00	0.00
continued	Site 2 Address	Site 3 Address	Home	62.00	10.00	52.00



Mileage

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Two Offices



Starting location	Destination	Ending Location	Miles driven	Less commute miles if applicable	Miles to be reimbursed
<small>List full address, use Home or HQ by using shortcut above, or attach online map.</small>					
HQ1	HQ2		43.00	0.00	43.00