

## MILEAGE CALCULATION WORKSHEET

**\*\*THIS IS NOT A FORM TO TURN In TO THE BUSINESS OFFICE\*\***

Full-Time Faculty \_\_\_\_\_ Account No. \_\_\_\_\_

Period Beginning \_\_\_\_\_ Final Date \_\_\_\_\_

Departing From \_\_\_\_\_ Teaching Location \_\_\_\_\_

ROUND TRIP MILES TRAVELED								Total Mileage*
	SUN	MON	TUE	WED	THU	FRI	SAT	
1 <sup>st</sup> Week								
2nd Week								
3rd Week								
4th Week								
5th Week								
6th Week								
7th Week								
8th Week								
9th Week								
10th Week								
11th Week								
12th Week								
13th Week								
14th Week								
15th Week								
16th Week								
17th Week								
18th Week								
Total Mileage x .47/Mile = \$						Grand Total		

### ODOMETER READING

	Home Residence to Home- base Campus	Home Residence to teaching site	Teaching site to Home-base Campus	Home Residence to Moore Co. Campus
<b>BEGINNING</b> Odometer Reading				
<b>ENDING</b> Odometer Reading				
<b>One Way Trip</b>				