

Travel Mileage Commute Deduction Worksheet

Name _____

Travel Location/Workshop _____

All school districts must adhere to state law, state code and NJ Department of Treasury Circulars as it pertains to travel. The NJ Department of Treasury issued on December 16, 2010, NJ Circular 11-05-OMB—Travel Regulations. Of particular attention is Section H—Travel by Personal Vehicle (Mileage Basis)

Deduct Home to Work Commute Mileage

The State of NJ has mandated through NJ Circular 11-05-OMB Section H-4 that all commutation expense must be deducted when calculating mileage allowance.

This worksheet is provided to school employees who plan to travel.

Worksheet

Home Address to Travel Destination Address _____ miles

Home Address to Pleasantville, NJ (school Location) Deduct _____ miles

One Way Mileage Total _____ miles

You would then double the mileage traveled for round trips and enter that mileage on all forms for approval and reimbursement.

For Example

123 Adams Street, Galloway NJ to _____ 75 miles
329 State Street, Trenton NJ

123 Adams Street, Galloway NJ to _____ Deduct 10 miles
801 Mill Rd, Pleasantville, NJ

One Way Mileage Total 65 miles

Please maintain this worksheet on file with your travel folder and forward with requisitions for review.

Documentation, Supporting

All employees are to **submit with this form a copy of the actual route traveled**, via a copy from one of the following websites:

- Map Quest
- Google Maps
- Yahoo Maps

Name of Employee/Board Member

Date(s) of Travel