

TRAVEL MILEAGE COMMUTE DEDUCTION WORKSHEET

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 July 1, 2022, NJ Circular 23-02-OMB-Travel Regulations. Travel by Personal Vehicle (Mileage Basis)

Deduct Home to Work Commute Mileage

The State of New Jersey has mandated that all commutation expense must be deducted when calculating mileage allowance.

Please utilize this worksheet when seeking reimbursement for "approved" travel.

Home Address to Travel Destination Address _____ miles

Home Address to Harrison, N.J. Deduct _____ miles

_____ total miles

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

_____ total miles .47

\$ _____ total

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

MapQuest, Google Maps, Yahoo Maps.

Employee Name

Employee Signature Date