

HRN Mileage Log



Name: (Peer Supporter Name)
Phone: (Peer Supporter Phone Number)
Dates: (Full date with year, Sunday to Saturday)*

***IMPORTANT: Processed bi-weekly by dates, not by participant. Only one week per log.**

INSTRUCTIONS HOW TO COMPLETE:

Submit this form weekly or bi-weekly with your Weekly Service Documentation timesheets for mileage reimbursement. Include all mileage for each week, including trips from the Monthly Activity Log.

ACTIVITY: (a) **Summary** of why driving (*drive to participant's house, take shopping, drive to park for walk, ect.*)
 (b) **Who's in the car:** Initials of Participant(s), 'Solo' if alone, 'HRN Activity Solo' if not specific to a participant;
 (c) Include location/building name (*inc. Firelands office, courthouse, library*) optional, but helpful.

DATE: Full date, Month Day Year (*must be within the above date range*).

START / END ADDRESSES: Both must be complete to be reimbursed without delay;
 Street Number, Street Name, City, OH (zip code if known). *Fields are for physical street address information to calculate/verify mileage totals online. If incomplete, illegible, or confusing—extra processing time will cause delay.*

TIP: Only have to include common addresses once per form (ie. "My Home" or "Oak House" each time thereafter).

MILES ONE WAY: Assists tracking "Start" to "End" Addresses. *Not used to calculate reimbursement.*

TOTAL MILES: Used to calculate reimbursement.

- (i) For direct round-trips between start and ending address, enter double the 'Miles One Way' amount.
- (ii) If not a direct round trip, enter the one way amount in both columns. Start a separate line to complete the next calculation from any transportation that is not round-trip.

RATE (.45/.25): Participant in Car reimbursed @25 cents per mile (*in addition to hourly wage for that time*).
 Participant Not In the Car/Other HRN Duties reimbursed @45 cents per mile.

Activity	Date	Starting Address	Miles One Way	Ending Address	Total Miles	Rate (.45/.25)
Drive solo from home to A.B. House	1/11/11	123 Street Name, City Name, OH	9	456 Avenue Drive, Town Name, OH	9	0.45
Take A.B. to Firelands Appointment	1/11/11	456 Avenue Drive, Town Name, OH	7	335 Buckeye Blvd, Port Clinton OH	14	0.25
Drive solo from A.B. house to Outreach Park for BigTime Event	1/11/11	456 Avenue Drive, Town Name, OH	11	789 Park Lane, Suburb City, OH	11	0.45
Drive solo home from BigTime Event	1/11/11	789 Park Lane, Suburb City, OH	13	Home	13	0.45
Drive solo to facilitate WHAM group at Oak House	1/13/11	Home	22	62 Grande Lake Port Clinton OH	44	0.45
Take C.D. after group to groceries, back to OH to close	1/13/11	Oak House	5	1919 Kroger St, Port Clinton, OH	10	0.25
				Period Total:	101	77/24**
					Total Sum =	\$40.65

Signature: Typed Name is acceptable signature

Date: Date of Signature

DIGITAL FORMULA
CALCULATES TOTAL

****Person entering payroll must be able to get subtotals of each rate to double check 'Total Sum' amount & ensure accuracy**