

Participant-hired Worker Mileage Log

- Instructions:**
1. Participant-hired worker completes one entry for each trip.
 2. Participant-hired worker and participant employer sign at the bottom.
 3. Please note mileage to the doctor cannot be reimbursed.

- ① Pay Period Begins (MM/DD/YYYY): 6/10/2018 Pay Period Ends (MM/DD/YYYY): 6/23/2018 ①
- ② Participant-hired Worker Number: 123456
- ③ Print Participant-hired Worker Name: John Doe
- ④ Print Participant Employer Name: John Smith

Date	From	To	Purpose	Total Miles
⑤ 6/10	Home	Faith Church Sussex	Church	15
6/10	Faith Church Sussex	Home	Home	15
6/14	123 W. Street	Layton Grocery Store	Groceries	5
6/14	Layton Grocery Store	123 W. Street	Home	5
6/19	123 W. Street	456 N. 2nd Street	Visit Friend	8.5
6/19	456 N. 2nd Street	123 W. Street	Home	8.5
6/22	123 W. Street	789 N. 3rd Street	Visit Friend	12.25

Areas that must be filled out:

- 1 = Pay Period Begins and Pay Period Ends dates
- 2 = Participant-hired Worker Number
- 3 = Participant-hired Worker Name
- 4 = Participant Employer Name
- 5 = Mileage information (Date of trip, From and To destinations, Purpose of trip, and Total Miles of trip).
From and To destinations may be specific addresses or general places (such as Home or Church).
- 6 = Total Miles (for all trips)
- 7 = Participant-hired Worker Signature and Date
- 8 = Participant Employer Signature and Date

⑥ Total Miles:	69.25
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⑦ Participant-hired Worker Signature: John Doe Date: 6/23/2018

⑧ Participant Employer or Guardian Signature: John Smith Date: 6/24/2018

Mileage logs should be submitted with time reports after a given pay period.

Important: Both signature dates must be on or later than the last trip date, and signature dates must be listed in mm/dd/yyyy format.