TBS
DAILY MILEAGE RECORD

TBS COACH:								BASE:			
MONTH:				HOME to Base:							
				Estimated Driving Time:							
Instructions: Record daily the odometer miles of driving time from home to client (less normal commute, if applicable) and actual minutes (not hrs/minutes) driven**.*											
*Round to the nearest whole number. *Only Internal Coaches record their mileage from base location to client for deduction from travel time/mileage)*											
	Odometer		Mileage	Reimburseable	Travel Time			COMMENTS:	Explain any driving hours when time or hours		
Date	BEG	ENDING	RT Home to Base	Mileage*	TOTAL MINUTES*	RT Home to Base	Pd. minutes.	exceed anticipated commute times and/or any exceptions			CLIENT
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Total Miles/Minutes:				0	0.00		0.00				
			IRS Mileage Rate:	0.505							
TOTAL MILEAGE REIMBURSEABLE CLAIMED:				**$0.00**							

*Only Internal Coaches report base to client time and mileage

I certify the above information to be correct to the best of my knowledge and reported miles made in performance of my work duties.
I understand that submission of false or misleading data is both grounds for termination as well as a crime.

COACH **DATE**

Authorizing SUPERVISOR DATE