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 March 1, 2016, NJ Circular 16-11 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 16-11 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 Passaic, NJ	Deduct	_____miles
	One Way Mileage Total	0.00 _____miles
	Number of One Way Trips:	_____ trips
	Total Number of Miles Traveled:	0.00 _____ 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 Hamburg Turnpike, Wayne, NJ to 329 State Street, Trenton, NJ		75 miles
123 Hamburg Turnpike, Wayne, NJ t0 663 Main Avenue, Passaic, NJ	Deduct	10 miles
	One Way Mileage Total	65 miles

Please maintain this worksheet on file with your travel folder and make available for any auditor review.

<u>Documentation, Supporting</u>
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

_____
Travel Date(s)

_____
Travel Destination