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Calculation of Mileage vs Car Rental

REMINDER: THIS FORM MUST BE ATTACHED TO A TRAVEL EXPENSE FORM

Mileage Calculation		Total Cost	
Total KM's travelled _____ kms x	\$0.50		\$0.00

Equivalent to Car Rental Calculation		Total Cost	
No. of days Rental _____ days x	\$38.00		\$0.00
Actual Gas used (per receipts)			
total KM's _____			
less 200/day _____			
Excess KM's _____ 0 kms x	\$0.20		\$0.00
Total Equivalent to Car Rental			\$0.00

Please claim the lesser of Mileage and Equivalent to Car Rental.

Please attach this calculation to your Travel Expense Claim Form and include just the total being claimed in the "Travel by Pavement" field on the Travel Expense Claim Form