



Example of Mileage Reimbursement

Below are visual examples of the reimbursement form to claim reimbursement for your wraparound services for participating in The Gateway-In Project©.

Tip! There are additional guidelines and a video tutorial on our website.

What do I need?

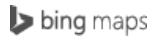
- Screenshots of Maps – see exhibit 2 below.
- Date of travel
- Starting location
- Ending location
- One way Miles
- Total Days

And that is it! The form will calculate the round trip, total miles for you, and amount you are claiming for reimbursement.

Exhibit 1

Mileage Reimbursement (GPS Required)						
Travel Date(s)	Starting Location/Address (From)	Ending Location/Address (To)	Miles 1 Way	X2 (Round Trip)	X Total Days	Total Miles
<i>Example:</i> 1/3,1/4	123 McLane Rd, Fresno, CA (Home)	456 Ashlan Ave, Fresno, CA (clinicals)	5	10	2	20
1/1,1/2,1/...	1315 I Street, Suite 100, Sacrame...	1111 Howe Ave Ste 300, Sacramento...	5.8	11.60	4	46.40
			Total Miles		46.40	
<input type="checkbox"/> Check this box if you want a check sent instead of a direct deposit.			Total Mileage Reimbursement Due (Multiply total miles by .67)		\$31.09	

Exhibit 2



- A** Leadingage California, 1315 I Street, Suite 100, Sacramento, CA 95814
- B** Unitek College Sacramento Campus, 1111 Howe Ave Ste 300, Sacramento, CA 95825

13 min , 5.8 miles
 Light traffic
 Via CA-160 N, Arden Way



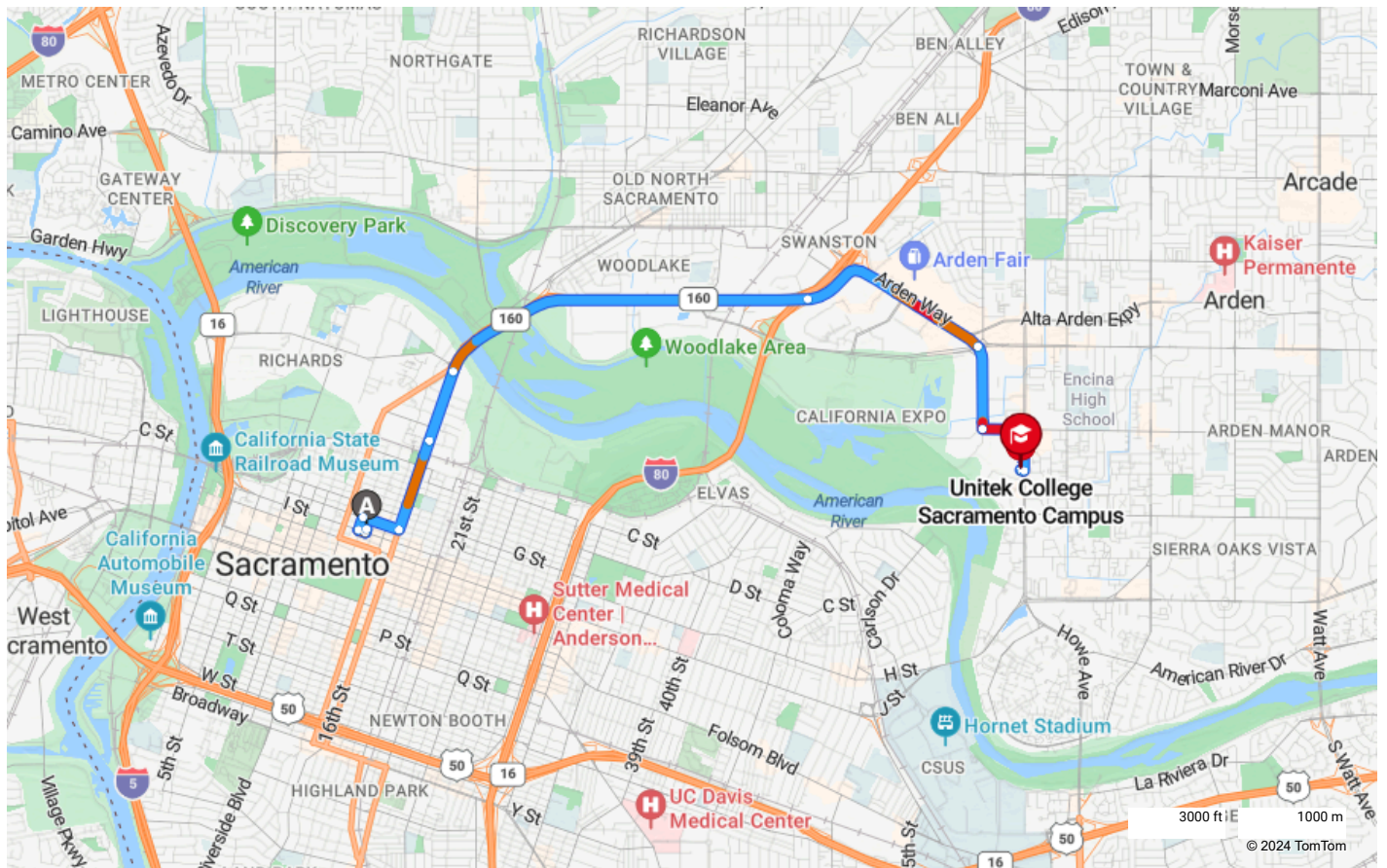
A Leadingage California

↑	1.	Depart and head toward I St	112 ft
↗	2.	Turn right onto I St	223 ft
↗	3.	Turn right onto 13th st	423 ft
↗	4.	Turn right onto H St	0.2 mi
↖	5.	Turn left onto 16th St	0.6 mi
↑	6.	Road name changes to N 16th St	0.4 mi
160	7.	Road name changes to CA-160 N ▲ <i>Minor congestion</i>	2.3 mi
↗	8.	At Exit 48 , head on the ramp right and follow signs for Arden Way	1.2 mi
↑	9.	Continue on Ethan Way	0.5 mi
↖	10.	Turn left onto Hurley Way	0.2 mi
↗	11.	Turn right onto Howe Ave Chevron on the corner	0.2 mi
↗	12.	Turn right	69 ft
↗	13.	Turn right	43 ft

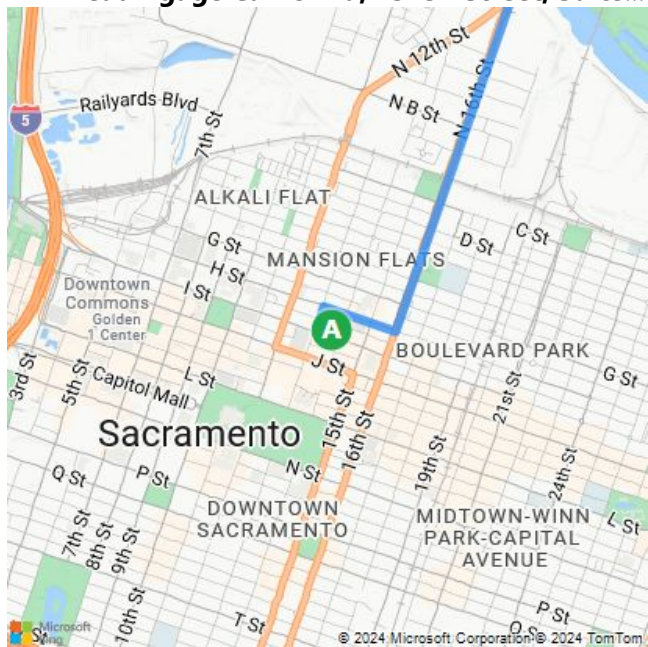
Arrive at your destination on the right

14. The last intersection before your destination is Howe Ave

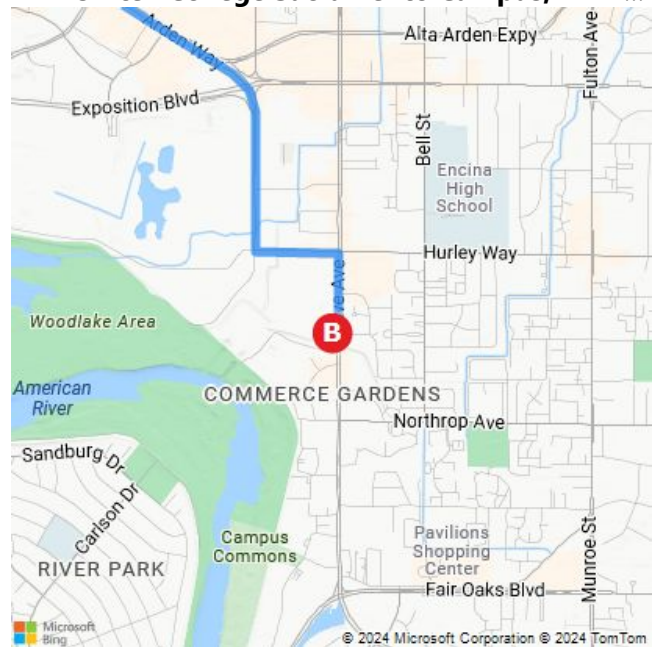
B Unitek College Sacramento Campus



A Leadingage California, 1315 I Street, Suite...



B Unitek College Sacramento Campus, 1111...



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