



### 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><br>1/3,1/4  | 123 McLane Rd, Fresno, CA<br>(Home)  | 456 Ashlan Ave, Fresno, CA<br>(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      |             |