## Mileage Tracking Sheet - Travel Category

Complete this form with mileage related to work on indigent defense cases supported by an IDC grant. Transportation expenses between your home & main/regular place of work are personal commuting expenses and not reimbursable. Accordingly, use the address of your regular place of work as the "starting address" to calculate mileage on this form.

Person Completing Form:

| Date | Description/Purpose of Travel | Case # | County of Case Origin | Starting Address +ZIP | Destination Address | Miles Driven (attach google map per trip) | Rate | Amount | Total Reimbursement Request |
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| XX/XX/XX | Ex. Court Hearing, Client Meeting, etc. | Ex. 010204535 | Ex. XXX County | XXX Main St. XXX, Utah ZIP | Ex. XXX County Court House, YY City, UT | Enter total miles driven and attach 1 map per trip but not for repeat trips between same locations | $ 0.56 | Calculated Automatically | $ 0.00 |
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