IDC Mileage Tracking Form - 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
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	$ 0.62	Calculated Automatically	$ 0.00
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