

Johnson County Community College
Private Auto Reimbursement Worksheet

(use this form to calculate reimbursement when driving private auto vs flying)

Traveler: _____
 T.A. # : _____
 Purpose of trip: _____
 Destination: _____
 Dates of Travel: _____

	Private Auto	Air Travel
1) Calculated Base Private Auto Reimbursement for Total Private Auto Miles To / From Destination _____ miles @ current rate of \$ _____ per mile (attach mileage documentation from online map site)	<input type="text"/>	<input style="background-color: yellow; border: 1px solid black;" type="text"/>
2) Lowest Round-trip Airfare with at least a 21 day advance purchase (attach documentation)	<input style="background-color: yellow; border: 1px solid black;" type="text"/>	<input type="text"/>
3) Allowance for Transportation to / from KCI _____ miles @ current rate of \$ _____ per mile	<input style="background-color: yellow; border: 1px solid black;" type="text"/>	<input type="text"/>
4) Allowance for KCI Parking @ \$5.50 per day	<input style="background-color: yellow; border: 1px solid black;" type="text"/>	<input type="text"/>
5) Allowance for Transportation To / From Destination Airport/Hotel (attach documentation)	<input style="background-color: yellow; border: 1px solid black;" type="text"/>	<input type="text"/>
6) Totals	<input type="text"/>	<input type="text"/>
7) Reimbursement Amount (Smaller amount from line 6)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↙</div> <div style="border: 2px solid black; padding: 5px;"><input type="text"/></div> <div style="text-align: center;">↘</div> </div>	

Enter amount from line 7 on your [Out of District Travel Expense Reimbursement form](#) in the Other Transportation section and attach this worksheet and required documentation.

Refer to [Travel Policy and Procedures](#) for complete travel guidelines.