

MULTIPLE LOCATIONS



If you visit more than one work location during your shift and have more than 41 miles total, this is how your expense report should be completed.

- ▶ Destination: list the sites in the order than you went to them
- ▶ Purpose of Trip: list the project #'s from each site in the order that you worked on them
- ▶ Trip Type: select MULTIPLE LOCATIONS
- ▶ Project #: type in one of the project numbers from that day

Date	Destination	Purpose of Trip	Trip Type	Seat	# Roundtrip Miles	Rate	Project #	Total	Billable?
5/4/22	XYZ Co. / <u>Flubbton</u>	17014/17012	Multiple Locations	Driver	123	\$0.45 per mile	17014	55.35	

**TAKE THE
QUIZ**