



Travel Reimbursement Form To Assignment

U.S. Nursing Network has agreed to reimburse you for travel associated with your travel assignment. Reimbursement will be at a rate of \$0.325 per mile up to the travel cap as defined below. The travel reimbursement will be paid at the start and again at the end of each assignment. To ensure this reimbursement is reported as a travel expense reimbursement and is not treated as taxable compensation, the IRS requires documentation of the business miles driven. This Travel Reimbursement Form To Assignment will include only the mileage from your tax home to your assignment housing, limited to the dollar cap amount. The Travel Reimbursement Form End Assignment will include the return mileage from your assignment housing to your tax home (or directly to your next assignment) plus the daily mileage to and from your assignment housing to the worksite, not to exceed the travel cap amount, less the To Assignment amount previously paid. Please complete and submit this form to the Payroll Department as soon as you arrive at your assignment housing. Forms **MUST BE RECEIVED** within two weeks of your assignment start date or they **WILL NOT** be paid.

Travel Cap Amounts

- 8 Week Assignment = \$300 Round Trip
- 13 Week Assignment = \$400 Round Trip
- 17 Week Assignment = \$600 Round Trip
- 26 Week Assignment = \$800 Round Trip

YOUR INFORMATION

Name: _____	Social Security #: _____
Tax Home Address: _____	
Departure Address: _____ (If different from above)	

ASSIGNMENT INFORMATION

Facility Name: _____	Assignment Start Date: _____
Facility Address: _____	Assignment End Date: _____
Assignment Housing Address: _____	

CALCULATION

Miles Driven from Tax Home to Assignment Housing	(Trip Date: _____)	_____	
Rate Per Mile Reimbursed by USNN	X	\$ 0.325	
Travel Reimbursement To Assignment <i>(not to exceed round trip travel cap amount)</i>			\$

SIGNATURE: _____

DATE: _____

Note: If you do not have a permanent residence/tax home or the assignment is extended to over one year, this travel reimbursement will be treated as taxable compensation, subject to payroll taxes & reported on Form W-2.