



Start Travel Reimbursement Form

Halo Staffing Solutions has agreed to reimburse you for travel associated with your nursing assignment. Reimbursement will be at the maximum allowed IRS rate per mile (48.5 cents for 2007) up to the *Travel Cap* as determined in your confirmation letter. The travel reimbursement will be paid at the start and again at the end of each assignment. The *Start Travel* reimbursement will include only the mileage from your tax home to your assignment housing, limited to the *Travel Cap* amount. The *End Travel* 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 and the worksite. The *End Travel* payment is limited to the unpaid *Travel Cap* amount from your *Start Travel* payment. Please complete and submit this form to Halo Staffing Solutions, Att: Brett Cox (800-309-0580) as soon as you arrive at your assignment housing. Forms received by Friday 12:00pm EST will be processed with your next paycheck.

YOUR INFORMATION

Name		Social Security No.	
Tax Home Address			
Departure Address <i>(if different from above)</i>			

ASSIGNMENT INFORMATION

Assignment Housing Address	
Assignment Dates	
Facility Name	
Facility Address	

CALCULATION

Miles Drive from Tax Home to Assignment Housing (Trip Date:)		
IRS Allowed Rate Per Mile <i>(subject to change)</i>	X	\$.485
Start Travel Reimbursement <i>(not to exceed round trip Travel Cap amount per confirmation letter)</i>	\$	

Signature _____

Date _____

Taxation Note: To ensure a mileage reimbursement is reported as a business travel expense and is not treated as taxable compensation, the IRS requires this documentation of the business miles driven. In addition, to avoid taxation treatment, you must have a current qualifying *Tax Home Representation Form* on file with Halo Staffing Solutions, the assignment must not last more than one year, and the assignment must not be within commuting distance of your tax home.

Office Approval:
