



End 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 complete the return trip to your tax home or to the next assignment. Forms received by 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

Daily Round Trip Mileage <i>(between temporary housing and client worksite)</i>			
Number of Work Day Round Trips <i>(consistent with time sheet days)</i>	X		
Total Business Miles at Client Worksite	=		
Miles Driven on Return Trip Home <i>(or to next assignment)</i> (Trip Date: _____)	+		
Total All Miles	=		
IRS Allowed Rate Per Mile <i>(subject to change)</i>	X	\$.485
Calculated Amount	=		A

Round Trip Travel Cap Amount <i>(per confirmation letter)</i>			
Less Start Travel Reimbursement Previously Paid	-		
End Travel Limit	=		B

End Travel Reimbursement	<i>Enter Lesser of A or B</i> S
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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:
