

## Mileage Log Instructions

### What is the purpose of this form?

A program participant may choose to allocate a portion of their cash management plan for mileage reimbursement to their employee.

Mileage reimbursement is paid per mile at the Standard Mileage Rate set by the State of New Jersey.

Before transporting the program participant, the employee must show proof of a valid Driver's License, Automobile Insurance, and Automobile Registration. This is the Participant/Employer's responsibility to verify.

**Mileage Log**  
New Jersey PPP Program

Participant PPL ID \_\_\_\_\_ Employee PPL ID \_\_\_\_\_

DATE	FROM (Address)	TO (Address)	ROUND TRIP MILEAGE

Employee Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Name \_\_\_\_\_ Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Public Partnerships LLC NJ DDS PPP – Mileage Log Version 1.00

### How do I complete this form?

- Fill in the **Participant PPL ID** and the **Employee PPL ID**.
- Complete one row for each round trip provided. Enter the **Date**, **FROM Address**, **TO Address**, and the **Round Trip Mileage**.
- Print the **Participant's Name** and **Employee's Name**.
- Both the Participant/Employer and the Employee must **sign and date the bottom of the form**.

### Where to send the form?

#### Fax

1.844.627.6834

#### E-mail

[njppp@pcgus.com](mailto:njppp@pcgus.com)

#### Mail

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