



Mileage Worksheet

When submitting a Health Care FSA claim, you can include mileage and parking expenses for travel to and from your doctor, dentist, pharmacy or other medical care provider.

If you are submitting a mileage claim, you must provide:

- A copy of an itemized invoice or receipt that shows the mileage was incurred for an eligible medical expense.

If you are submitting a parking claim, you must provide:

- A copy of an itemized invoice or receipt to substantiate the parking cost was incurred for an eligible medical expense.

For your convenience, you may use the following worksheet to document the number of miles traveled, date(s) of service, type of service and the provider's name and address. You may also use an online map tool as your statement as long as it also includes the number of miles traveled, date(s) of service, type of service, and the provider's name and address.



For 2016 the mileage rate is 19 cents per mile.

Example

Let's say you have diabetes and drive 18 miles each way to see an internist. A round trip visit from your home is 36 miles. On February 1 you had a follow-up appointment, so you enter your mileage as shown below. On February 2 your prescription was ready for pick-up at your local pharmacy and you drove 15 miles round trip. Your mileage should be entered as below.

Date	Provider Name & Address	Type of Service (medical, dental, vision, prescription)	Number of Miles Traveled	Parking Cost or Mileage Rate	Total Cost
Feb. 1	Dr. Goody 123 Main Street, Anytown 00000	Medical	36	0.19	\$6.84
Feb. 2	CVS 99887 Front Street, Anytown 00123	Prescription	15	0.19	\$2.85
Total Reimbursement Requested					\$9.69

