How To Complete Your Vehicle Expense Report (VER)

Do you need a bus pass? Write in yes or no.

Write in your Employment Services Social Workers name.

Welfare to Work Mileage Claim Form

Please mail to: Nevada County Social Services
988 McCourtney Rd.
Grass Valley, Ca. 95949

Social Worker: Employment Services Social Worker

Write in your name and the month that that you are submitting this report for.

Participant Name: Jane Participant

Bus Pass Requested No

Month: January

Enter the date of the activity, where you were going, the total number miles for a round trip, if the activity was approved by your Employment Services Social Worker and the total number of miles claimed.

Date	To and From	Actual Miles Round Trip	Approved Activity	Miles Claimed
01/01/2021	Home to Work to Home	20	Yes	20
01/02/2021	Home to Counseling to Home	30	Yes	30
01/03/2021	Home to Work to Home	20	Yes	20
01/04/2021	Home to Work to Home	20	Yes	20
			Adjustment miles for a transportation advance or transportation overpayment	
			Total miles claimed after adjustments for advances	90

NOTE: To & From includes your starting point for your activity up through your return home. It means if you are going to work, you are paid home to work to home. If you are in school, it is home to school to home. You also may include transportation to daycare of after school programs (but not to your child's school if your child is school aged).

Write in the total number of hours for the month and multiple the first 500 miles by $.56 and any miles over 500 by $.28.

Total miles 90 **X .56 cents per mile for first 500 miles, .28 per mile after 500**
(IRS rate as of 1/1/21) **= $** 50.40

I certify that the information on this form is true and correct and that the activities specified on this form were approved in advance by my WTW Social Worker, and necessary for Welfare to Work participation.

Signature of Welfare to Work Participant Date

WTW SW Approval :

Signature / Date

Don't forget to sign and date your form!

Keep track of your mileage by using the odometer or Google Maps. Please attach Google Maps to this report. Mileage is only for approved activities on your plan. If you need mileage for a new activity, please talk to your Employment Services Social Worker to update your plan.