

Administrative Use Only - Daily Cost Calculation					
Date					
1. Actual costs of trip (includes fuel, insurance, driver's					
2. Cost per one-way trip (Line 1 / 2)					
3. Number of miles AM					
4. Number of miles PM					
5. Cost per mile AM (Line 2 / Line 3)					
6. Cost per mile PM (Line 2 / Line 4)					
7. Number of students AM					
8. Number of students PM					
9. Cost per mile per student AM (Line 5 / Line 7)					
10. Cost per mile per student PM (Line 6 / Line 8)					
11. Claim for AM only students (Line 3 x Line 9)					
12. Claim for PM only students (Line 4 x Line 10)					
13. Claim for PM and AM students (Line 11 + Line 12)					

Example	
1. Actual costs of trip (includes fuel, insurance, driver's	\$210.00
2. Cost per one-way trip (Line 1 / 2)	\$105.00
3. Number of miles AM	9
4. Number of miles PM	9
5. Cost per mile AM (Line 2 / Line 3)	\$11.67
6. Cost per mile PM (Line 2 / Line 4)	\$11.67
7. Number of students AM	6
8. Number of students PM	4
9. Cost per mile per student AM (Line 5 / Line 7)	\$1.94
10. Cost per mile per student PM (Line 6 / Line 8)	\$2.92
11. Claim for AM only students (Line 3 x Line 9)	\$17.50
12. Claim for PM only students (Line 4 x Line 10)	\$26.25
13. Claim for PM and AM students (Line 11 + Line 12)	\$43.75