



Mileage/Hotel Log

ReSet Staffing

3114 St Mary's Ave
Omaha, NE 68102
HR 844-737-3848 x0
Fax 844-737-3848

All Mileage and Per Diem **must be submitted with your Time Sheet by Saturday noon CT**. Any logs received late may cause payment to be delayed.

Mileage is calculated at \$0.25/mile after a 30 mile commute each way (e.g. if you live in Chico CA and work in Bend CA = 50 miles minus 30 mile commute = 20 miles each way x 2 = 40 miles reimbursed/day = \$10/day)

You may submit your time sheet by either method below:

Email/text: hr@reset-staffing.com or

fax/text: 844-737-3848

PROJECT: _____

Store # & Street Address: _____

Store City and State: _____

Employee Name: _____

Date	Starting Location	Destination	Total Miles	Parking/Tolls receipts needed
WEEKLY TOTALS:				

If you stayed in a hotel, please check the nights you were in the hotel:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Location: _____

Employee Signature: _____ Date: _____

Please travel safely, use your seat belt and thank you for being a valued representative of **ReSet Staffing!**