

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2031/C	APPROVAL LEVEL EB
	SUBJECT APPENDIX C	EFFECTIVE 5/19	SUPERSEDES 1/18
	Actual Cost Method for Recreational Vehicle Travel	SPECIAL DISTRIBUTION	

ACTUAL COST METHOD FOR RECREATIONAL VEHICLE TRAVEL

Line 1 Fuel Costs (Receipt Required) \$ _____

Line 2 Maintenance, Repairs, Etc.
Excluding Capital Improvements
(Receipt Required) \$ _____

Line 3 Insurance (Proof of Coverage and
Premium Cost Required) \$ _____

Line 4 Depreciation \$ _____

Line 5 Total Expenses (Total of Lines 1-4) \$ _____

Line 6 Total Recreational Vehicle Miles Traveled _____

Line 7 Total FMCA Recreational Vehicle Miles Traveled _____

Line 8 Cost Per Mile (Line 5 Divided By Line 6) \$ _____

Line 9 Cost FMCA Miles (Line 7 Times Line 8) \$ _____

Line 10 Reimbursed FMCA Miles (Line 7 Times \$1.16) \$ _____

Line 11 Actual Cost FMCA Miles to Reimbursed FMCA Miles
(Line 9 Minus Line 10) \$ _____

If Line 11 is positive, no IRS form 1099 will be issued
If Line 11 is negative, amount will be entered and reported on IRS form 1099

Name: _____ Date Submitted: _____

Signature: _____