Northern California Glaziers Master Agreement
Travel Time Calculation Sheet Formulas and Example

Travel Time Calculation Sheet (Formulas)

Employee Name	From:	Starting Address		
	To:	Destination Address		
		Minutes	**Miles**	**Minutes Per Mile**
Actual Commute (One Way)		(Enter minutes as per Google Maps)	(Enter miles as per Google Maps)	Calculation = (Minutes ÷ Miles)
Adjusted Commute (One Way)		Calculation = (Adjusted Commute Miles x Minutes Per Mile)	Calculation = (Actual Commute Miles – 40)	
Round Trip		Calculation = (Adjusted Commute Minutes x 2)	Calculation = (Adjusted Commute Miles x 2)	
Daily Travel Time/Mileage Reimbursement:		Calculation = (Round Trip Minutes rounded to the nearest ¼ hour)	Calculation = (Round Trip Miles x Current IRS rate)	

Travel Time Calculation Sheet (Example)

John Doe	From:	123 Any Street, San Francisco, CA		
	To:	456 Main Street, Fremont, CA		
		Minutes	**Miles**	**Minutes Per Mile**
Actual Commute (One Way)		52.00	50.00	1.04
Adjusted Commute (One Way)		10.40	10.00	
Round Trip		20.80	20.00	
Daily Travel Time/Mileage Reimbursement:		1/4	$11.50	