

**NSCC ADULT ESCORT SUMMER TRAINING
TRAVEL ALLOWANCE COMPUTATION WORKSHEET**

1. Capped at 400 miles each way for a total of 800 miles X \$00.15 = \$120. **(Maximum allowable claim is \$120...nobody gets more than \$120 per training evolution, rate is 15 cents a mile up to 800 miles).**
2. Mileage from home to training site not to exceed mileage computation using "Mapquest". Escorts responsible for informing COTC's of their mileage computation. Midshipmen who escort are eligible.
3. For training in Summer Training Schedule or otherwise approved by NHQ. Escorts must be enrolled, under orders, and **at training for the duration of the training or at least 1 full week of a 2 week school.**
4. Each and every adult escort is eligible for this allowance regardless of method of travel, and regardless if a passenger or driver. Reserve and active military under military cost orders are not eligible. No-cost OK.
5. **COTC's complete this form and submit with funding request.** Best guess is OK if all escorts not yet known. Enter total amount needed on NSCTNG 021 (or 023 for local training) Section 2e, Training and Operations. Just write it in any space not used and label "Escort Allowance". Figure this in right with other estimated expenses. **Keep a copy. This allowance will be included in your funding.**
6. At end of training, COTC mark up copy of this form again, cross out those who didn't show, and add those who did. Re-compute the actual expenses and enter new totals in the spaces provided. COTC make payment to escorts prior to end of training. Have escorts certify allowance receipt by signing in the space provided. After training, list total spent on the Audit Report, NSCTNG 010, Section 2e, Training and Operations. Just write it in any space not used and label "Escort Allowance". **Then attach this form to your audit report.** If using NSCTNG023 submit with other receipts. **NO RECIEPTS NEEDED OR WANTED FOR THIS ESCORT ALLOWANCE. THIS FORM WITH SIGNATURES IS THE RECIEPT.**

Escort Name with rank.	Starting from (Enter normal residence, start point)	Round Trip Mileage to and from Trng Site	X \$00.15 a mile. Enter total escort allowance, not to exceed \$120	Escort signature certifying, "I have received my allowance"

Add allowance for additional escorts *listed on the reverse*

Estimated Expense Before Training	
Actual Expense After Training	

Compute total expenses... Enter estimate on your funding request, and attach copy of this form to your request. After training re-figure actual expenses. Enter here and on the audit report. Attach this to the audit report)

Estimated Expense Before Training	
Actual Expense After Training	

Escort allowances are certified as true.

COTC signature _____ XO/Other officer signature _____

