## **Research Foundation University Foundation** Don't write in **Private Auto Mileage Log** these 2 fields. (Attach Original and one copy to Check Request) PROJ# OBJ# 8091 Year 123-456-7890 Name Jane Smith PHONE # Month/ Day **Purpose** From To **Total Miles** 9/12 Attend face-to-face DL weekend Redding Chico R/T 180

5	http://www.csuchico or contact Nica Dign	can be found on our we edu/swrk/ive/formslink non at vdigmon@csuchic	s.shtml co.edu
	and she can send	you the form electronica	ally.
Pleas late The	nember to sign and date the se note that the date must b or than last date listed above last date of travel listed is 9 ate below must be 9/12 or la	ne on or e. (i.e. /12, so	

I certify all mileage claime as incurred in the performance of official duties on this Follation project, and if a privately owned vehicle was used as we met the requirements as prescribed by the Foundations' Verlag Use Policy.

Rate 0.575

Jane Smith	9/15/2015		
Traveler's signature	Date		

180

103.5

Month Total

\$ Amt