



### AUTOMOBILE MILEAGE RECORD

License Plate of Vehicle Driven \_\_\_\_\_ Period Ending \_\_\_\_\_

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

Date	Daily Travel (Points Visited)	Odometer Reading		Miles Traveled		
		Starting	Ending	Miles Daily	Personal Use	State Use
	From: To:					
	From: To:					
	From: To:					
	From: To:					
	From: To:					
	From: To:					
<b>TOTAL MILES TRAVELED</b>						
Transfer total State use miles to travel expense section (front side) for computation of amount at the prescribed State mileage rate.						

<b>Purpose of Trip:</b> (Attach prior approval form if applicable) <hr/> <hr/>
If traveling under a standing authorization please check ____

Date	Common Carrier, Taxi/Limousine, Airline (Explain, attach original receipts for common carrier)	Amount	Date	Miscellaneous Expenses (Explain, attach original receipts, except for telephone) (This includes parking)	Amount
<b>TOTAL AMOUNT</b> (Enter in appropriate line of above expense section)			<b>TOTAL AMOUNT</b> (Enter in appropriate line of above expense section)		