

AUTOMOBILE MILEAGE RECORD

PERIOD ENDING	20
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Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

Day	DAILY TRAVEL (Points Visited)	ODOMETER READING		MILES TRAVELED		
		Starting	Ending	Miles Daily	Personal Use	State Use
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited:					
	FROM: TO: Points Visited:					
TOTAL MILES TRAVELED						

Transfer total State use miles to travel expense section (first page) for computation of amount at the prescribed State mileage rate.

PURPOSE OF TRIP: (Attach prior approval form if applicable.)

If traveling under a standing authorization please check.

Day	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts)	Amount
	TOTAL AMOUNT (Enter in appropriate line of above expense section)			TOTAL AMOUNT (Enter in appropriate line of above expense section)	