



MILEAGE LOG EXPENSE FORM

Traveler Name Traveler Per # Cost Center

DATE	ORIGINATING ADDRESS	ODOMETER READING	DESTINATION ADDRESS	ODOMETER READING	JUSTIFICATION	MILES

If a request is made that is over 3 months old, the college will **NOT** reimburse the traveler

If total round trip mileage exceeds 150 miles (75 miles each way), the mileage must be entered as a separate travel expense

Traveler Signature

Total Miles

Per Mile Reimbursement

Total Reimbursement

Date Submitted :



Print Form