



**AUTOMOBILE MILEAGE RECORD**

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)	Miles Traveled		
		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.				

**Purpose of Trip:** (Attach prior approval form if applicable)

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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)		