

MILEAGE LOG SHEET

Traveller's Name:

Mileage Rate: *per mile *Enter \$0.625 for travel that occurred between 7/1/22 and 12/31/22.
*Enter \$0.655 for travel that occurred after 1/1/23.

Instructions/Policies:
Mileage Log Sheet should accompany the Travel Reimbursement Form when mileage reimbursement is requested.
Private vehicle is required to have liability insurance coverage.
<i>For long distance trips, a private vehicle should only be used if it is more economical than airfare.</i>
<i>Please attach a supporting document showing distance in miles (ie Google Maps). Mileage reimbursement between residence and primary workplace (commute) is excluded.</i>

Date	Departure City/State	Destination City/State	Business Purpose	# of Miles	Reimbursement Amount
Total:					