

RECORD OF EMPLOYMENT RELATED TRAVEL

Note: Travel is reimbursable at **\$.555 per mile**. Mileage should be recorded to the **nearest 1/4 mile**. Record of mileage sheets is subject to audit. **Incomplete forms will be returned.**

DATE	MILES	AREA OF TRAVEL	REASON FOR TRAVEL
1			
2			
3			
4			
5			
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30			
31			

BUILDING _____

POSITION _____

MONTH/YEAR _____

NUMBER OF MILES _____ @ \$.555 PER MILE = \$ _____

EFFECTIVE SEPTEMBER 1, 2011

 EMPLOYEE'S SIGNATURE

SUBMIT WITH COMPLETED AND APPROVED PAYMENT REQUISITION