

**RECORD OF EMPLOYMENT RELATED TRAVEL**

Note: Travel is reimbursable at **\$.50 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			
6			
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29			
30			
31			

BUILDING \_\_\_\_\_

POSITION \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_

NUMBER OF MILES \_\_\_\_\_ @ \$.50 PER MILE = \$ \_\_\_\_\_

*EFFECTIVE SEPTEMBER 1, 2010*

EMPLOYEE'S SIGNATURE \_\_\_\_\_

**SUBMIT WITH COMPLETED AND APPROVED PAYMENT REQUISITION**