

DAILY LOG FOR TRAVEL

**All reimbursement requests shall be filed for approval and payment within 30 days after the travel period ended. "Travel Period" is defined as the calender month during which the travel occurred.

Month/Year _____ Owner of Vehicle _____ Date Submitted _____

Signature of Vehicle owner _____

Date	Official Travel		Purpose of Travel	Odometer Reading		Miles
	From	To		Depart	Return	
The above travel was approved by The Board of Trustees in the contract terms and conditions.			Total Miles Traveled			
			Mileage Rate		0.62	
			Amount to be Reimbursed			

Signature of VP For Finance & Administration _____