

# MILEAGE LOG SHEET

Traveller's Name:

Mileage Rate:  \*per mile

\*Enter \$0.585 for travel that occurred 1/1/22-6/30/22.

\*Enter \$0.625 for travel that occurred after 7/1/22.

**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.

*For long distance trips, a private vehicle should only be used if it is more economical than airfare.*

*Please attach a supporting document showing distance in miles (ie Google Maps). Mileage reimbursement between residence and primary workplace (commute) is excluded.*

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