TRAVEL LOG

NAME _____   PAYROLL ACCOUNT # _____

CLOCK # _____   PAYROLL PERIOD: FROM _____ TO _____

DATE	MILEAGE Beginning:	Ending:	DESTINATION	NUMBER OF MILES
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____
____	_____	_____	_____	_____

TOTAL MILES
=========

MILES _____ X RATE _____ = $ _____
========

EXPENSES (TOLLS,PARKING) = $ _____
Attach Receipts   ========

I attest that the above is true and accurate to the best of my calculations.

_____   _____
Employee Signature   Supervisor Signature

_____
PAY DATE
(for office use)