

Mileage Log

Mileage Log

Employee Name CWID Project # Authorized By	1	Rate Per Mile For Period Total Mileage Total Reimbursement	2	\$0.50	0	\$0.00
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Date	Starting Location	Destination	Description/Notes	Mileage	Reimbursement	
3	4	5	6	7	0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					0	\$0.00
					8	\$0.00

Mileage Log

There are (2) options for requesting for reimbursement for mileage:

- Complete the [Travel Expense Claim Form](#) and complete the columns for date (day of travel – a line for each day), location (purpose of travel), and miles (# of miles to and/or from location)
 - a. Attached to the claim form should be any further documentation for mileage (i.e. any appropriate meeting minutes or agenda’s), and a Mapquest or Google Maps print out showing miles to and from each location

OR

- Complete the [Check Request Form](#) and attach the above [Mileage Log](#) along with a Mapquest or Google Maps print out showing total miles to and from each location and any other appropriate documentation such as agenda’s or meeting minutes
 1. Complete information for individual requesting mileage reimbursement
 2. Enter dates in the “For Period” (i.e. March 1-March 31)
 3. Each travel date should have its own line OR each travel should have its own line
 - a. For example each day should be listed on its own separate line
 - b. OR if there were multiple locations travelled on 1 day then list each location and purpose
 4. Enter the starting location for each trip (See Travel Policy to determine start location (i.e. whichever is closer – headquarters or home))
 5. Enter destination for each trip
 6. Describe the purpose of the trip (i.e. Advisory Board Meeting)
 7. Enter total miles for that particular trip
 8. The total calculated on the mileage log should match the total requested reimbursement on the check request