MILEAGE LOG

Date/Time Out	Date/Time Return	Destination & Purpose	Begin Mileage	Ending Mileage	Total Mileage

By submission of this expense form, I certify that: The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business related expenses incurred for this business trip; and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not, be receiving reimbursement from any other source for expenditures claimed as reimbursable nor have any expenditures claimed as reimbursable been paid by another entity.

EMPLOYEE SIGNATURE:_____

SUPERVISOR SIGNATURE:_____