

DAILY LOG FOR TRAVEL

**All reimbursemen requests shall be filed for approval and payment within 30 days after the travel period ended.
"Trave 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	
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
The above travel was approved by The Board of Trustees in the contract terms and conditions.			Total Miles Traveled		0	
			Mileage Rate		0.67	
			Amount to be Reimbursed		0	

Signature of VP For Finance & Administration