

DAILY LOG FOR LOCAL TRAVEL

All reimbursement requests shall be filed for approval and payment within thirty days after the travel period has ended.
"Travel period" is defined as the calendar month during which the travel occurred.

Owner of Vehicle (Payee)			Colleague ID				
Date	Official Travel		Purpose of Travel	Odometer Reading		Miles	Amount
	From	To		Depart	Return		
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
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						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
						0	\$ -
Enter Budget Code			Total Reimbursement		\$ -		

The above local travel has been conducted for official institutional travel purposes. Reimbursement in the amount indicated is hereby approved.

Supervisor's Signature _____ Date _____

Signature of Vice President for Financial and Administrative Services _____ Date _____