

AUTOMOBILE MILEAGE RECORD

LICENSE NO. OF CAR _____ PERIOD ENDING _____

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters

DAY	DAILY TRAVEL (Points Visited)	ODOMETER READING		MILES TRAVELED		
		STARTING	ENDING	MILES DAILY	PERSONAL USE	STATE USE
	FROM (POINTS VISITED) TO			-	-	-
	FROM (POINTS VISITED) TO			-		-
	FROM (POINTS VISITED) TO			-		-
	FROM (POINTS VISITED) TO			-		-
	FROM (POINTS VISITED) TO			-		-
	FROM (POINTS VISITED) TO			-		-
TOTALS				-	-	-

Transfer total State use miles to travel expenses section (front side) for computation of amount at the prescribed State Mileage rate

PURPOSE OF TRIP: (Attach prior approval form if applicable.)	PREPAID EXPENSES - PAID BY GSU: (Explain, attach receipts)	AMOUNT
If traveling under standing authorization please check <input type="checkbox"/>	TOTAL AMOUNT (Enter in appropriate line of above expense section)	\$ -

DAY	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	AMOUNT	DAY	MISCELLANEOUS (Explain, attach receipts except for telephone and telegraph)	AMOUNT
TOTAL AMOUNT (Enter in appropriate lines of above expense section)		\$ -	TOTAL AMOUNT (Enter in appropriate lines of above expense section)		\$ -