

# Daily Travel Log

Name: \_\_\_\_\_ Position/Dept.: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State ZIP: \_\_\_\_\_

Date	Place Traveled To and Purpose	Time		Mileage	Total Miles
		Departed	Returned		

**Total Due @ .67 a mile** \_\_\_\_\_

I certify the above to be a correct statement of my official mileage for the dates specified.

\*\*please use 2 forms if additional space is needed\*\*

**Signed:** \_\_\_\_\_  
**Traveler/Payee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approval:** \_\_\_\_\_  
**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approval:** \_\_\_\_\_  
**Director of Schools** \_\_\_\_\_ **Date** \_\_\_\_\_

**Account:** \_\_\_\_\_