TOWN OF MANCHESTER, CONNECTICUT
EMPLOYEE TRAVEL LOG FOR USE OF PRIVATE VEHICLE ON TOWN BUSINESS

Instructions: You may submit this form immediately after expenses are incurred or accumulate expenses and submit on a monthly, quarterly or annual basis. Reimbursement for travel expenses must be made in the fiscal year of expense. Send completed form to Accounting together with a completed VRR for processing.

For the period of _____, 20____ through _____, 20____

Employee Name:_____
Department/Division:_____ Title: _____

Date	***Location From***	***Location To***	***Purpose for Travel***	***Mileage***
			Total Mileage:	0.00

Total Miles: _ at $.55 Per Mile = $

I certify that the above information is true and that it records only miles driven in private vehicle on essential Town business.

_____

Signature Date