



**PURPOSE OF TRIP:**

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DAY	COMMON CARRIER, TAXI / LIMOUSINE	AMOUNT	DAY	MISCELLANEOUS	AMOUNT
TOTAL AMOUNT (Enter in appropriate line of expense section, front side)			TOTAL AMOUNT (Enter in appropriate line of expense section, front side)		

**EXPLAIN ANY EXPENSES THAT ARE UNUSUAL OR EXCEED ESTABLISHED LIMITS:** \_\_\_\_\_

AUTOMOBILE MILEAGE RECORD								PERSONAL CAR
								TAG NO.
DATE		ORIGIN - POINTS VISITED	DESTINATION	STARTING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE	PERSONAL MILEAGE	STATE USE MILEAGE
Month	Day							
TOTAL AMOUNTS								

PERSONAL CAR
TAG NO.
STATE USE MILES
SCHOOL SYSTEM CAR
I.D. NO.
TOTAL MILES

If transportation was shared, indicate mode and name of person reporting above mileage.