

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

Instructions: Submit this form immediately after expenses are incurred or accumulate expenses and submit on a monthly or quarterly 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

*Effective January 1, 2017 the new mileage rate is \$.5350

Total Miles: _____ at \$.5350 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