

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 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, 2020 the new mileage rate is \$.5750

Total Miles: \_\_\_\_\_ at \$.5750 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