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 _____, 2021 through _____, 2021

Employee Name: _____

Department/Division: _____ Title: _____

Date	Location From	Location To	Purpose for Travel	Mileage

*Effective January 1, 2021 the new mileage rate is $.56

Total Miles: _____ at $.56 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