

AUTOMOBILE MILEAGE RECORD

GEORGIA LICENSE NO. OF CAR _____

PERIOD ENDING _____

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

Day	DAILY TRAVEL (Points Visited)	ODOMETER READING		MILES TRAVELED		
		Starting	Ending	Miles Daily	Personal Use	State Use
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
	FROM: _____ TO: _____ Points Visited: _____					
TOTAL MILES TRAVELED						
Click here to transfer total state use miles to travel expense section.						

PURPOSE OF TRIP: (Attach prior approval form if applicable.) <hr/> <hr/>
If traveling under a standing authorization please check _____

Day	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts except for tele. & telg.)	Amount
TOTAL AMOUNT			TOTAL AMOUNT		