

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 \_\_\_\_\_, 2022 through \_\_\_\_\_, 2022

Employee Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Title: \_\_\_\_\_

Date	Location From	Location To	Purpose for Travel	Mileage

\*Effective July 1, 2022 the new mileage rate is \$.625

Total Miles: \_\_\_\_\_ at \$.625 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