

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 submitted within the fiscal year of expense.

For the period of \_\_\_\_\_, 2026 through \_\_\_\_\_, 2026

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

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

Date	Location From	Location To	Purpose for Travel	Mileage

\*Effective January 1, 2026 the new mileage rate is \$.7250

Total Miles: \_\_\_\_\_ at \$.7250 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