

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: _____

*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