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 _____, 2025 ____through _____, 2025 _____

Employee Name: _____

Department/Division: _____ Title: _____

Date	Location From	Location To	Purpose for Travel	Mileage

*Effective January 1, 2025 the new mileage rate is $.70

Total Miles: 0 at $.70 Per Mile = $ 0.00

I certify that the above information is true and that it records only miles driven in private vehicle on essential Town business.

_____ _____

Signature Date