## TOWN OF MANCHESTER, CONNECTICUT <br> EMPLOYEE TRAVEL LOG FOR USE OF <br> PRIVATE VEHICLE ON TOWN BUSI NESS

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 $\qquad$ , 2024 through , 2024

Employee Name: $\qquad$
Department/Division: $\qquad$ Title: $\qquad$

| Date | Location From | Location To | Purpose for Travel | Mileage |
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*Effective J anuary 1, 2024 the new mileage rate is \$. 67
Total Miles:
0 at $\$ .67$ Per Mile $=\$$
I certify that the above information is true and that it records only miles driven in private vehicle on essential Town business.

