**TRAVEL LOG TEMPLATE**

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| Employee ID : | |  | | | | Name : | | | |  | | | | | | | |
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| Title : | |  | | | | Dept. : | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Vehicle ID : | |  | | | | Period : | | | |  | | | to | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Rate : | |  | | USD per Mile | | Total Mileage : | | | |  | Total Rate : | | | | | USD |  |
|  | | | | | | | | | | | | | | | | | |
| Date | Starting Place | | Destination | | | Purpose | | Start Mile | | | End Mile | | | | Mileage | | Rate |
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| Notes : |  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Signature of Employee :** | | | | |  | |  | |  | | | **Date**: | |  | | | |
|  | | | | | | | | | | | | | | | | | |
| **Signature of Supervisor :** | | | | |  | |  | |  | | | **Date**: | |  | | | |