Mileage Log – For Mileage Reimbursement When Your Personal Car is Used for Business

This log is to be used when you are requesting reimbursement for multiple, short trips around the Atlanta or Oxford area and submitting them all at once for reimbursement. This would serve as your supporting documentation for mileage when filling out your Expense Report when trip is under $25.

However, trips outside of the local Atlanta or Oxford area need to be submitted with a MapQuest printout showing miles driven instead, if $25 or greater. The MapQuest printout serves as your supporting documentation when filling out your Expense Report.

Miles driven to/from home and usual place of work (aka commuter miles) as well as personal miles cannot be reimbursed and need to be removed from the total.

View the Emory Personal Vehicles Policy at:
http://policies.emory.edu/2.99

DATE:	DEPARTED FROM:	DROVE TO:	BUSINESS PURPOSE:	TOTAL MILES (A)	MINUS NORMAL COMMUTE MILES (B)	# OF BUSINESS MILES FOR REIMBURSEMENT (A-B)
						TOTAL: