Mileage/Travel & Business Expense Record

					Month	
		Please sign your name here	*Date turned in*			
						Acct. #
	Date	**From/To**	**Business Reason**	**Begin Mileage**	**End Mileage**	**Total Miles**
1						0
2						0
3						0
4						0
5						0
6						0
7						0
8						0
9						0
10						0
11						0
12						0
13						0
14						0
15						0
16						0
17						0
18						0
19						0
20						0
21						0
22						0
23						0
24						0
25						0
26						0
27						0
28						0
29						0
30						0
31						0
			Total Business miles			**0**
			2018 IRS Mileage Rate			**$ -**
			Other Travel/Business Expenses (details on reverse or attached)			
			TOTAL EXPENSES			**$ -**

https://sedistrictumc-my.sharepoint.com/personal/office_sedistrictumc_org/Documents/Charge Conference^/Administrative/Mileage & Expense-Template (revised 1-1-18)

* http://www.irs.gov/Credits-Deductions/Individuals/Standard-Mileage-Rates-Glance