



## AUTOMOBILE MILEAGE RECORD

Georgia License No. of Car \_\_\_\_\_ Period Ending \_\_\_\_\_

Prepare daily, using a separate block for each day's State use travel and for each departure from headquarters.

Day	Daily Travel (Points Visited)	Odometer Reading <b>DO NOT enter commas</b>		Miles Traveled		
		Starting	Ending	Miles Daily	Personal Use	State Use
	From: _____ To: _____ Points Visited: _____					
	From: _____ To: _____ Points Visited: _____					
	From: _____ To: _____ Points Visited: _____					
	From: _____ To: _____ Points Visited: _____					
	From: _____ To: _____ Points Visited: _____					
	From: _____ To: _____ Points Visited: _____					
<b>Total Miles Travelled</b>						

I understand that according to the Statewide Travel Regulations, if I elect the personal vehicle reimbursement rate, I am certifying that the personally owned vehicle was the most advantageous form of travel. If a state vehicle is available and I use my personally owned vehicle, I can only be reimbursed at the rate of \$.285 per mile.

By checking this box, I certify that I understand the above regulation and have complied with the requirements.

Please transfer the correct total of miles to the appropriate location on the first page of the form for computation at the correct reimbursement rate.

For additional information: <http://www.audits.state.ga.us/internet/STR.html>

Purpose of Trip: (Attach prior approval form if applicable.)

  
  
  

If traveling under a standing authorization please check

Day	Common Carrier, Taxi, Airport Shuttle <small>(Explain, attach receipts for common carrier)</small>	Amount	Day	Miscellaneous <small>(Explain, attach receipts for common carrier)</small>	Amount
<b>Total Amount</b> <small>(Enter in appropriate line of above expense section)</small>			<b>Total Amount</b> <small>(Enter in appropriate line of above expense section)</small>		