

AUTOMOBILE MILEAGE RECORD

GEORGIA LICENSE NO. OF CAR _____ PERIOD ENDING _____, 19 _____

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

Day	DAILY TRAVEL (Points Visited)	ODOMETER READING		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: _____					
TOTAL MILES TRAVELED						

Transfer Total State use miles to travel expense section (front side) for computation of amount at the prescribed State mileage rate.

PURPOSE OF TRIP: (Attach prior approval form if applicable.)

If traveling under a standing authorization please check .

Day	COMMON CARRIER, TAXI/LIMOUSINE (Explain, attach receipts for common carrier)	Amount	Day	MISCELLANEOUS (Explain, attach receipts except for tele. and telg.)	Amount
TOTAL AMOUNT (Enter in appropriate line of above expense section)			TOTAL AMOUNT (Enter in appropriate line of above expense section)		