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 <u>multiple</u>, <u>short trips around the Atlanta or</u> <u>Oxford area</u> 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, <u>trips outside of the local Atlanta or Oxford area</u> 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.

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

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