

# SAMPLE 4-DAY TRAVEL LOG

## VOCA-Funded Travel Log

EMPLOYEE TRAVEL EXPENSE STATEMENT (Please Print or Type)

For period from: February 21, 2023 through: February 24, 2023

PURPOSE OF TRAVEL: VWAP Conference

Name:		Title:		Agency Name: PAC								
SSN:		Business Phone:		Address: 1590 Adamson Parkway 4th Floor Morrow, GA 30260								
Date		Departure Time	Arrival Time	BREAKFAST*		LUNCH*		DINNER*		LODGING		TOTALS
Mo.	Day			Location	Amount	Location	Amount	Location	Amount	Location	Amount	
											98	\$135.50
											98	\$148.00
											98	\$135.00
												\$24.50
												\$0.00
												\$0.00
												\$0.00
											Total Subsistence (Attach lodging receipts).....	\$0.00
											Common Carrier Expenses (Details below).....	\$0.00
											Miscellaneous Expenses (Details below).....	40.00
											Agency Use Mileage <u>680</u> miles at <u>.625</u> per mile.....	\$425
											<small>(Must be supported by automobile mileage record on back)</small>	
<p><i>" I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1,000 or by imprisonment for not less than five years, that the above statements are true and I have incurred these described expenses and the agency use mileage in the discharge of my duties for this agency."</i></p> <p>Signature _____ Date <u>2/24/23</u></p> <p>Approved <u>Mary A. Elected Official</u> Date <u>2/24/23</u></p>											<b>Effective 2/1/22 travelers traveling overnight are eligible for only 75% of the total per diem rate on the first and last day of travel (\$37.50).</b>	
											<b>TOTAL EXPENDITURES</b>	

\$40 (\$10 each day) Parking Fees

Day	Common Carrier, Taxi/Limousine	Amount	Day	Miscellaneous	Amount
Total:		0	Total:		0

Explain any expenses that are unusual or exceed established limits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTOMOBILE MILEAGE RECORD**

Date		Starting Mileage	Ending Mileage	Total Mileage	Personal Mileage	Agency Use Mileage	Origin - Points Visited - Destination	Purpose of Trip
Month	Day							
2	21	16,491	16,736	352	12	340	1500 Sapelo Dr, Valdosta	Training-VWAP Conference
2	24	16,736	16,981	352	12	340	1500 Sapelo Dr, Valdosta	Training-VWAP Conference
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TOTAL AMOUNTS				704	24	680	AUTOMOBILE TAG NUMBER:	

**Personal mileage are the commuting miles you must deduct from your trip each way if you departed from a location other than your office. In the example above the Personal Mileage is mileage from home to the office.**

Jane Smith  
 1500 Sapelo Dr.  
 Valdosta, GA  
 United States

Arrival : 2/21/23  
 Departure : 2/24/23  
 Room No. : 408

INVOICE 222498

Group Code : PACVWAP  
 Brasstown Valley Resort, Young Harris, GA 2/21/23 Cashier: 12 Carol Townsend / W=1

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Date	Description	Charges / Credits	Payments
02-21-23	Room	98.00	
02-22-23	Room	98.00	
02-23-23	Room	98.00	
02-24-23	Visa XXXXXXXXXXXX4570 XX/XX		\$294
		<b>Balance Due:</b>	<b>\$ 0.00</b>

Date	Description	Charges/Credits	Payments
2/21/23	Parking	\$10	
2/22/23	Parking	\$10	
2/23/23	Parking	\$10	
2/24/23	Parking	\$10	
			<u>\$40</u>
		<b>Balance Due:</b>	<b>\$0</b>