

SAMPLE 3-DAY TRAVEL LOG

VOCA-Funded Travel Log

EMPLOYEE TRAVEL EXPENSE STATEMENT (Please Print or Type)

For period from: February 22, 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	
												\$135.50
												\$135.00
												\$24.50
												\$0.00
												\$0.00
												\$0.00
												\$0.00
											Total Subsistence (Attach lodging receipts).....	\$0.00
											Common Carrier Expenses (Details below).....	\$0.00
											Miscellaneous Expenses (Details below).....	\$30
											Agency Use Mileage <u>680</u> miles at <u>.625</u> per mile.....	\$425
											(Must be supported by automobile mileage record on back)	
<p style="font-size: small;">" 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."</p>											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).	
											TOTAL EXPENDITURES	

Signature _____ Date _____
 Approved Mary A. Elected Official Date _____

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	22	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

Arrival : 2/22/23
Departure : 2/24/23
Room No. : 524

INFORMATION INVOICE 222508

Group Code : PACVWAP

Brasstown Valley Resort, Young Harris, GA 2/22/23 Cashier: 12 / W=1

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Date	Description	Charges / Credits	Payments
02-22-23	Room	98.00	
02-23-23	Room	98.00	
02-24-23	Discover XXXXXXXXXXXX6833 XX/XX		\$196
		Balance Due:	\$ 0.00

Date	Description	Charges/Credits	Payments
2/22/23	Parking	\$10	
2/23/23	Parking	\$10	
2/24/23	Parking	\$10	
		Balance Due:	\$40
			\$0