



# Medical College of Georgia

## TRAVEL EXPENSE STATEMENT

DATE	COMMON CARRIER, TAXI/LIMOUSINE <small>(Explain, attach receipts for common carrier)</small>	Amount	DATE	MISCELLANEOUS <small>(Explain, attach receipts except for tele. and teleg.)</small>	Amount
	<b>TOTAL AMOUNT</b> will automatically calculate and enter on page one			<b>TOTAL AMOUNT</b> will automatically calculate and enter on page one	

### AUTOMOBILE MILEAGE RECORD

DATE FROM

DATE TO

GEORGIA LICENSE NUMBER OF CAR

(Make separate report for each car used)

Prepare daily, using a separate blank for each day's State use travel and for each departure from headquarters, and hold for submission with travel expense statement. If recording space for period covered is insufficient, use additional sheets, signing last sheet only.

DATE	DAILY TRAVEL <small>(Points Visited)</small>		ODOMETER READING		MILES TRAVELED		
			Starting	Ending	Daily Miles	Personal Use	State Use
	FROM	TO					
	FROM	TO					
	FROM	TO					
	FROM	TO					
	FROM	TO					
	FROM	TO					
<b>TOTAL MILES TRAVELED</b>							
State use miles will automatically total and will calculate at State mileage rate and enter on page one							