University of South Alabama

Local Travel Log (Privately Owned Vehicle)

Traveler's Name _____ **Work base** _____

Date of Travel	Time of Travel	Specific Business Purpose	From (Street Address)*	To (Street Address)*	Round Trip (Y?N?)	Trip Mileage

Note - Travel log should be completed, signed and attached to the University Travel Reimbursement From

Total miles included in log**

I hereby certify the trip(s) listed above was/were for official University business:

_____
Signature

* - *May use an identifiable USA location in lieu of street address (USA Campus, USAMC, etc.)*

** - *Include total miles on USA travel reimbursement form and label "see local travel log"*