ULSTER COUNTY COMMUNITY COLLEGE
TRAVEL LOG

Name_____ Budget Account_____

Department_____ Dates of Travel_____

Date	From Where	To Where	Starting Odometer	Ending Odometer	Total Miles	Business Purpose for travel

Signature/Approvals:
Traveler _____
Department Approval _____
Dean of Administration _____

Total Miles _____
Current Rate *
Total Reimb. $

Reimbursement will only be made for official college business and only when prior approval for travel was received.
Travel reimbursement requsts must be submitted no later than quarterly, and by September 15 for any travel occurring prior to September 1st.
This form must accompany the Travel Advance request when submitting for a final reimbursement that includes mileage.
If travel starts or ends at the employees home on a work day, normal home to work mileage must be deducted from the mileage total claimed.