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**				
	Havei Reimbi		I hereby certify the trip(s) listed	above was/were for official Un	iversity busine	ss:
* - May use an identifiable USA location in lieu of street address (USA Campus,			Signature			

USAMC, etc.)

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