$\qquad$ Work base $\qquad$

| Date of Travel | Time of Travel | Specific Business Purpose | From (Street Address)* | To (Street Address)* | Round Trip (Y?N?) | Trip Mileage |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 10-Oct-10 | 9:00 AM | Meeting with Hospital Administrator re: cost report | Main campus | USA Medical Center | Y | 12 |
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|  | work | main campus. John is required to travel to the USAMC | w |  |  |  |
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| Note - | avel log sho ravel Reimbu | uld be completed, signed and attached to the Univer ursement From |  | Total miles in | ded in og** $^{*}$ | 12 |

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

*     - 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"

