



MILEAGE LOG
July to
December
2022

Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in the AggieExpense comments section.

Traveler Name:			Month:						
Date	Origin	Destination	Business Purpose	Distance					
01/01/2022	UC Davis One Shields Ave Davis, CA 95616	Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111	Round trip for academic meeting to propose new curriculum on international relations.	140					
Directions: Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieExpense. Enter amount calculated in AggieExpense. Attach PDF to AggieExpense.		Select the mileage rate:		Total Miles Enter this amount in AggieTravel:					
		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Standard</td> <td style="border-bottom: 1px solid black; padding: 2px;">\$0.625/mile</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Relocation</td> <td style="border-bottom: 1px solid black; padding: 2px;">\$0.22/mile</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 2px;">Volunteer</td> <td style="border-bottom: 1px solid black; padding: 2px;">\$0.14/mile</td> </tr> <tr> <td style="padding: 2px;">Medical</td> <td style="padding: 2px;">\$0.16/mile</td> </tr> </table>			Standard	\$0.625/mile	Relocation	\$0.22/mile	Volunteer
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