



NEWMAN INTERNATIONAL ACADEMY

MILEAGE LOG

EMPLOYEE NAME
Please Print

--

			DESTINATION		
ACCOUNT	DATE	PURPOSE OF TRIP	BEGIN	END	MILES
<u>Example</u>	<u>08/02/18</u>	<u>Business Office Procedures Meeting</u>	<u>NIAA-Fielder</u>	<u>NIAA-Fort Worth</u>	
			<u>NIAA-Fort Worth</u>	<u>NIAA-Fielder</u>	
				TOTAL MILES	-

**** COPY OF MAP AND DIRECTIONS MUST BE INCLUDED**

RATE	0.6700	-
-------------	---------------	---

CAMPUS - DEPARTMENT/GRADE _____

TOTAL	-
--------------	---

EMPLOYEE SIGNATURE

DATE _____

SUPERVISOR APPROVAL

DATE _____

APPROVED BY _____

DATE _____

Updated 1/2024