Actual Mileage Report

Instructions

- Departments must determine the most cost-effective means of travel.
- Mile amounts must be supported by driving directions from MapQuest. Amounts must not be rounded.
- Create an Expense Report in UT Share using accurate dates and miles. Attach this form.

Traveler Information

Name _____ **Empl/Temp ID#** _____

Business Purpose Meeting, Conference **Travel Authorization#** _____

Date From _____ **Date To** _____

Mileage Details

Date	Point of Origin	Destination	Miles
		Total Miles	0.0