Southwestern Community College
447 College Drive, Sylva, NC 28779

DAILY LOG FOR LOCAL TRAVEL

All reimbursement requests shall be filed for approval and payment within thirty days after the travel period has ended. "Travel period" is defined as the calendar month during which the travel occurred.

Month/Year		**Owner of Vehicle (Payee)**	
Budget Code		**Signature of Vehicle Owner**	
Supervisory Approval		**Date Approved**	**Date Submitted**

Day of Month	Official Travel		Purpose of Travel	Odometer Reading		Miles
	From	To		Depart	Return	
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0

The above local travel has been conducted for official institutional travel purposes. Reimbursement in the amount indicated is hereby approved.

Total Miles	**0**
Rate	**0.40**
Amount to be Reimbursed	**$ 0.00**

Signature of Chief Administrative Officer