Southwestern Community College 447 College Drive, Sylva, NC 28779

DAILY LOG FOR LOCAL TRAVEL

All reimbursement requests shall be <u>filed</u> for approval and payment <u>within thirty days</u> after the travel period has ended.

"Travel period" is defined as the calendar month during which the travel occurred.

| Owner of Vehicle (Payee) | | | | Colleague ID | | | | |
|---|-----------------|----|-------------------|------------------|--------|-------|----|--------|
| | Official Travel | | | Odometer Reading | | | | |
| Date | From | То | Purpose of Travel | Depart | Return | Miles | | Amount |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| | | | | | | 0 | \$ | - |
| Enter Budget Code Total Reimbursemen | | | | bursement | | \$ | - | |
| The above local travel has been conducted for official institutional travel purposes. Reimbursement in the amount indicated is hereby approved. Supervisor's Signature Date | | | | | | | | |
| | | | | | | | | |

Date

Signature of Vice President for Financial and Administrative Services