

### Sample Mileage Log

Date	Starting Location	Destination	Miles Traveled	Grant	Reason for Trip
1/3/22	Office 123 Government Lane Indianapolis, IN 46204	Courtyard by Marriott 456 Conference Court Evansville, IN 47701	164	VOCA	Annual VOCA conference
1/7/22	Courtyard by Marriott 456 Conference Court Evansville, IN 47701	Office 123 Government Lane Indianapolis, IN 46204	164	VOCA	Return from annual VOCA conference
1/21/22	Office 123 Government Lane Indianapolis, IN 46204	County Courthouse 789 Main Street Indianapolis, IN 46202	8	VOCA	Client court hearing
1/28/22	Office 123 Government Lane Indianapolis, IN 46204	Helpful Hospital 234 Medical Road Brownsburg, IN 46112	25	VOCA	Client medical appointment
2/1/22	Office 123 Government Lane Indianapolis, IN 46204	Lovely Library 345 Book Boulevard Indianapolis, IN 46220	12	FVPSA	Community advocacy services at local library
3/3/22	Office 123 Government Lane Indianapolis, IN 46204	County Sheriff 456 Police Parkway Indianapolis, IN 46204	10	FVPSA	Prevention programming – national night out

**Total Miles:** 383  
**Total Reimbursement Amount:** \$149.37

**Name of Employee:** Tammy Traveler

**Date:** 3/5/22

**Employee Signature:** *Tammy Traveler*

**Supervisor Signature:** *Sandy Supervisor*