

**TOWN OF ASHBY**  
**Employee Travel Reimbursement Log**

**Employee Name** \_\_\_\_\_  
**Department/Title** \_\_\_\_\_

REIMBURSABLE EXPENSES	DAY, DATE	DAY, DATE	DAY, DATE	DAY, DATE	DAY, DATE	Total
	<b>(Sample)</b>					
	<i>Sunday, 8/17/03</i>					
<b>Destination -&gt;</b>	<i>Amherst, MA</i>					
<b>Purpose -&gt;</b>	<i>Training</i>					
<b>Mileage:</b>						
Stop Odometer	1014200.5					
Start Odometer	1014100.6					
Miles Traveled - ONE WAY	99.9	0	0	0	0	
X2 (RT)	199.8	0	0	0	0	
X Reimburse Rate, 55.5 cents/mile	\$ 109.89	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Tolls</b> (Receipts Attached)	\$ 2.00					\$ -
<b>Parking</b> (Receipts Attached)	\$ 24.00					\$ -
<b>Meals</b> (Receipts Attached)						
Breakfast	\$ 6.50					
Lunch	\$ 5.25					
Dinner	\$ 17.10					
Meals Subtotal:	\$ 28.85	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Telephone</b> (Receipts Attached)	\$	0.36						
<b>Other</b> (Describe):								
<b>TOTALS:</b>	\$	165.10	\$	-	\$	-	\$	-