MONTHLY LOCAL EXPENSE LOG

_____ _____ _____

Traveler's Name Department Month Year

Date	Depart From	Destination	Return To	Total Miles	Commuting Miles	Purpose of Trip	Miscellaneous Expenses

Total Miscellaneous $_____

Total Travel Miles _____ less Commuting Miles _____ @ _____ per mile = $_____

Traveler's Signature _____ Date _____ Total Reimbursement $_____

** Wright Way Policy 5601.9b Local Travel

When traveling between Wright State University or home (point of departure) and another business location (point of destination), the miles reimbursed will be calculated as the total miles driven, less normal commuting miles between home and the university. Reimbursement cannot be made for commuting, regardless of the day of the week or the number of trips in a day.