



MILEAGE LOG 2019

Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in AggieTravel comments section.

Traveler Name:			Month:	
Date	Origin	Destination	Business Purpose	Distance
01/01/2019	<i>UC Davis One Shields Ave Davis, CA 95616</i>	<i>Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111</i>	<i>Round trip for academic meeting to propose new curriculum on international relations.</i>	140
Directions: Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieTravel. Enter amount calculated in AggieTravel. Attach PDF to AggieTravel.		Select the mileage rate:		Total Miles Enter this amount in AggieTravel:
		Standard	\$0.58/mile	
		Relocation	\$0.20/mile	
		Volunteer	\$0.14/mile	
		Medical	\$0.20/mile	

2019 Mileage Log
UC CalFresh Program Practice

Scenario #1

- You began your trip at the office
- Traveled to Ayer Elementary
- Delivered a direct nutrition education lesson of a Happy Healthy Me (HHM) youth curriculum

Scenario #2

- You began your trip at the office
- Traveled to Rescue the Children
- Delivered a direct nutrition education lesson of a Eat Healthy Be Active (EHBA) adult curriculum

Scenario #3

- You began your trip at Calwa Elementary
- Traveled to the office
- **Normal commute excluded.** Delivered a direct nutrition education lesson of HHM youth curriculum

Scenario #4

- You began your trip at the home
- Traveled to Madera Office
- For staff traveling from the East of the office, you will now use the Fresno Office address as the starting point to remove the commute mileage and make this trip auditable
- Delivered a direct nutrition education lesson of an EHBA adult curriculum

Scenario #5

- You began your trip at the home
- Traveled to Madera Office
- For staff traveling from the West of the office, you will use your home address as the starting point to remove the commute mileage and make this trip auditable. You must also note: **Normal commute excluded.**
- Delivered a direct nutrition education lesson of HHM youth curriculum

Scenario #6

- You began your trip at the office
- Traveled to Pep Boys
- Leased Vehicle Required Maintenance

Scenario #7

- You began your trip at the office
- Traveled to Vang Pao Elementary
- Observed HHM Youth Lesson

Scenario #8

- You began your trip at the office
- Traveled to Birney Elementary
- Policy, systems, and environmental implementation

Scenario #9

- You began your trip at the office
- Traveled to Enterprise Rent-A-Car
- Round trip to pick up rental car for Local Implementing Agency Forum

Scenario #10

- You began your trip at the office
- Traveled to Save Mart
- Round trip adult nutrition program supplies purchase to be used for Eating Smart, Being Active lesson. To be used at Madison Elementary School for 10 participants for the University of California CalFresh Nutrition Education Program, Madera County.

Please note: Use only whole numbers on your mileage log. Round up for .5 and above and round down for .4 or below.