MILEAGE LOG
2023

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 the AggieExpense comments section.

Traveler Name:			Month:	
Date	**Origin**	**Destination**	**Business Purpose**	**Distance**
01/01/2022	*UC Davis One Shields Ave Davis, CA 95616*	*Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111*	*Round trip for academic meeting to propose new curriculum on international relations.*	*140*

Directions:
Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieExpense.
Enter amount calculated in AggieExpense.
Attach PDF to AggieExpense.

Select the mileage rate:

- ☐ **Standard $0.655/mile**
- ☐ Relocation $0.22/mile
- ☐ Volunteer $0.14/mile
- ☐ Medical $0.16/mile

Total Miles 0

Enter this amount in AggieTravel:

$ 0.00

Clear Form

Print

For help printing to a PDF, visit https://acrobat.adobe.com/us/en/acrobat/how-to/print-to-pdf.html Questions? Contact the Travel Help Desk at expensehelp@ucdavis.edu
Form Ver. MIL.9.2022