GONZAGA UNIVERSITY
BUSINESS MILEAGE LOG (FOR PERSONAL VEHICLES ONLY)
FOR: _____
(Name)

DATE	DESTINATION (City, Town, or Area)	BUSINESS PURPOSE	ODOMETER READINGS		
			START	STOP	MILES THIS TRIP
			TOTAL MILES		0

NOTES:
- DO NOT INCLUDE MILES FROM HOME TO WORK OR WORK TO HOME
- APPROXIMATE MILES BASED ON RECOGNIZED SOURCES (IRS, AAA, or Atlas) ALLOWED
- INDICATE ONE WAY OR ROUND TRIP