

Submit with expense report

[illegible]

Reference	Name	Description
1	Name	Traveler's first and last name
2	Travel Start Date	Date of the first day of travel
3	Travel End Date	Date of the last day of travel
4	Date	Date for which mileage is being claimed
5	From	Where mileage is starting from
6	To	Where mileage is ending at
7	Actual Mileage	Actual mileage between boxes 5 and 6
8	Mileage Claimed	Mileage being claimed (may be less than actual because of the Lesser of Mileage rule)
9	Total Miles Claimed	Sum of all amounts in box 8