

GONZAGA UNIVERSITY BUSINESS MILEAGE LOG (FOR PERSONAL VEHICLES ONLY) FOR:				
(Name)				
DATE	DESTINATION FROM (City, Town, or Address/Location))	DESTINATION TO (City, Town, or Address/Location))	BUSINESS PURPOSE	MILES THIS TRIP
NOTES:			Total Miles	0

- 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