Goodwill Industries of Northwest Ohio, Inc.

Travel Expense Report and Destination Log

(To be used when claiming company mileage when using personal vehicle only.)

Name:		***Department:***		***Month:***	
Date	Miles Traveled	Destination/Reason for Travel		Misc. Expense Amount	Misc. Expenses Reason
Total Miles	-				
	Total Personal Car Mileage(Miles x $0.50)			$ -	
	Total Misc. Expenses			$ -	
	Amount to be Paid			**$ -**	

I certify that the statements made hereon are true, that the mileage listed was actually driven on company business and that the expenses incurred were in accordance with current travel regulations

Date	Signature of Employee		Date	Signature of Supervisor