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**ADDENDUM TO TRAVEL EXPENSE REPORT**

**A signed, original Travel Expense Report MUST accompany this log sheet**

Map

Office Use Only	Date	Destination To/From - One full trip per line	Purpose	Total Map Miles
<b>Enter this total in your Travel Expense Report</b>				
<b>Total Map Miles</b>				

Submit a printed copy of your map miles (Mapquest Report) detailing your **starting point, ending point** and **total miles** traveled.

Round trip is calculated by doubling your report total, enter one full trip per line.

[Click here for instructions on printing a Mapquest Mileage Report](#)