

**WASHINGTON COUNTY
PERSONAL VEHICLE MILEAGE RECORD**

Name:				Date:		
Dept:				Line Item:		
Date	Purpose of Travel	Location		Odometer		Total Miles
		From	To	Start	End	
Total Miles X Current Rate = \$				Total Miles		

I certify the above report is correct and that I have read and adhere to the County's Travel Policy.

Employee Signature

Approved: _____
Elected Official/Department Head