

EXPENSE LOG for Invoice # _____

Vendor Name _____

OVR Employee Name _____

Date	Time Begin	Time End	Hours	Purpose of Travel	Odometer Start	Odometer Finish	Mileage

Note: Time must be calculated in increments of 15 minutes, i.e. 1 hour 15 minutes would be 1.25

Note: All trips are considered to be round trips unless otherwise noted. **Total Hours** _____

Total Miles _____

Pick Up County/Hourly Rate _____ **Total Hourly Reimbursement** _____ (Line item #1)

Mileage Reimbursement Rate _____

Tolls _____ **Parking** _____ **Meals** _____ **Lodging** _____

Total Mileage Reimbursement _____

Total Misc. Expenses _____

+

Receipts Attached? _____

Total (Line item #2) _____