



**MILEAGE LOG  
2020**

Input a complete origin and destination address as shown in the example below. If the destination does not have a specific address, please indicate the nearest intersection and explain in AggieTravel comments section.

<b>Traveler Name:</b>			<b>Month:</b>	
<b>Date</b>	<b>Origin</b>	<b>Destination</b>	<b>Business Purpose</b>	<b>Distance</b>
01/01/2020	UC Davis One Shields Ave Davis, CA 95616	Consulate General of Ireland 100 Pine Street, Suite 3350 San Francisco, CA 94111	Round trip for academic meeting to propose new curriculum on international relations.	140
<b>Directions:</b> Complete fields, select mileage rate, then print to PDF to ensure proper formatting when uploaded to AggieTravel. Enter amount calculated in AggieTravel. Attach PDF to AggieTravel.		<b>Select the mileage rate:</b>		<b>Total Miles</b>
		<u>Standard \$0.575/mile</u>		<b>Enter this amount in AggieTravel:</b>
		<u>Relocation \$0.17/mile</u>		
		<u>Volunteer \$0.14/mile</u>		
		<u>Medical \$0.20/mile</u>		