

Non-Overnight Mileage Detailed Report

Instructions

- If the **Point of Origin** is anything other than Headquarters, you must show that the cost is equal or less than traveling from Headquarters. Headquarters are within a 25-mile radius of the city in which a state employee's place of employment is located.
- Amounts on this form may not be rounded. The **odometer readings** must be the actual odometer readings and the **total mileage** must be the actual mileage.
- Receipts are required for **other expenses**.

Name _____ Headquarters Location _____ Purpose of Trip(s) _____ Benefit of Trip(s) _____

Certification

All mileage is from Headquarters unless otherwise noted. I certify that the expenses for this voucher are true, correct, and unpaid. _____
Employee Signature _____
Date

Date mm/dd/yyyy	Point of Origin	Destination	Departure Time	Return Time	Odometer at Departure	Odometer at Return	Total Mileage	Other Expenses	Total to be Reimbursed
▶ Mileage from January 1, 2023 - December 31, 2023 is calculated at \$0.655 per mile. Mileage effective from January 1, 2024, will be calculated at \$0.67 per mile.							TOTAL		