TRAVEL LOG - Example

Company Name: Primer Cleaning Services

Street Address: 29433 Southfield Rd #112

Address 2:

City, State ZIP: Southfield, MI 48076

Invoice Number:

Company EIN #:

Rate Per Mile: $0.575

Total Mileage: 16.80

Total Request: $9.66

This is a FEMA Requirement for all Contractual Service vendors.

Please do not edit this number, This is a formula. This number needs to match any travel charges in the vendor invoice

Please do not edit this number, This is a set rate per mile.

Please submit milage documentation such a company log on letterhead or print outs of from Google Maps showing traveled route and total mileage (See "Map Example Tab")

Date	Employee Name	Starting Location (Full Address)	Destination (Full Address)	Description/Notes	Mileage	Rate Per Mile	Total Request
12/3/2020	John Smith	435 W Alexandrine Detroit, MI 48201	6330 W Chicago Detroit, MI 48204	Drove from the 1st location to the 2nd for cleaning services	8.50	$0.575	$4.89
12/5/2020	Jane Smith	Detroit Fire Department, 13939 Dexter Ave, Detroit, MI 48238	Detroit City Hall, 2 Woodward Ave #200, Detroit, MI 48226	Drove from the 1st location to the 2nd for cleaning services	8.30	$0.575	$4.77
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
						$0.575	$0.00
					16.80	$0.575	$9.66

Destination address should match addresses provided in timesheets.

Company Representative Name

Company Representative Signature

Date

City of Detroit Approval (Department Reviewer Name)

Department Reviewer Signature

Date