LOS RIOS COMMUNITY COLLEGE DISTRICT

MILEAGE & MISCELLANEOUS EXPENSE LOG

For mileage calculations, the distance traveled is calculated using the employee's assigned work place as the origination and return point. Standard distances have been established for use in claiming inter-district travel (LRCCD Regulation R-8343, 11.4.1).

DATE	DESCRIPTION	POINT OF ORIGIN & DESTINATION ADDRESS	Round Trip or One-Way	MILES