Comments and instructions appear in these boxes. Mouse over a speech bubble for a detailed description.

EXAMPLE FORM

Automobile travel sheets must be sent to ORGA within 30 days of travel. Please use these sheets to detail the previous month of auto travel only.

Rhode Island College

Automobile Travel Worksheet

NAME		Enter your name	**DEPT NAME**	Your grant's name	**DEPT #**	Grant number
SOCIAL SECURITY #		Enter your social security #	**DATE**	Current date		
CAR REGISTRATION		Enter registration info	**CAR DESCRIPTION**			
				MAKE	MODEL	YEAR
TRAVEL						
PERIOD:	**FROM:** One month ago	**TO:** Today		Ford	Example	2004

			Meter Readings		***Miles***	***Other***
Date	***From***	***To***	***Start***	***End***	***Traveled***	***Items***
1/1/06	Rhode Island College	Newport (CCRI)	145018	145040	-	Toll - $1.00
1/1/06	Newport (CCRI)	Rhode Island College	145040	145062	-	Toll - $1.00
1/7/06	Local High School	Rhode Island College	145201	145210	-	
					-	
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					-	
					-	
			Total Miles/Other		-	$2.00
			Total Mileage reimbursement		-	
			Grand Total Reimbursement		-	

APPROVED	**SIGNATURE OF TRAVELER**	Sign your name

When this form is completed, send to the Office of Research and Grants Administration. It will be reviewed and forwarded to Accounting.