



**College of Professional Studies**  
SCHOOL OF EDUCATION

Name: Jane A. Doe  
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 Purdue I.D. #: 12345-67890

## Mileage Log

All entries must be legible, complete, and in chronological order. PLEASE DO NOT ADD NEW/MORE LINES. Use a new sheet instead.

Date	Starting Point (point A)		Ending Point (point B)		Name of Student or Purpose of Trip	Seminar, Initial Visit, or Observation #	Elapsed Mileage point A to point B
	ADDRESS	ODOMETER READING	ADDRESS	ODOMETER READING			
1/4/2019	1122 Boogie Woogie Ave., FW	587921	2101 E. Coliseum, FW	587929	Mandatory Seminar	Seminar	7
	2101 E. Coliseum, FW	587929	1122 Boogie Woogie Ave., FW	587936	Return Home		7
1/14/2019	1122 Boogie Woogie Ave., FW	587952	1300 E. Washington Center Rd, FW	587955	John B. Smith	Obs. #1	3
	1300 E. Washington Center Rd, FW	587955	1122 Boogie Woogie Ave., FW	587958	Return Home		3
1/29/2019	1122 Boogie Woogie Ave., FW	588000	1900 S. County Farm Rd, Warsaw	588023	John C. Smith	Obs. #1	23
	1900 S. County Farm Rd, Warsaw	588023	1122 Boogie Woogie Ave., FW	588046	Return Home		23
2/5/2019	1122 Boogie Woogie Ave., FW	588060	1300 E. Washington Center Rd, FW	588063	John B. Smith	Obs. #2	3
	1300 E. Washington Center Rd, FW	588063	1122 Boogie Woogie Ave., FW	588066	Return Home		3
2/18/2019	1122 Boogie Woogie Ave., FW	588075	1900 S. County Farm Rd, Warsaw	588098	John C. Smith	Obs. #2	23
	1900 S. County Farm Rd, Warsaw	588098	1122 Boogie Woogie Ave., FW	588121	Return Home		23
3/5/2019	1122 Boogie Woogie Ave., FW	588130	1300 E. Washington Center Rd, FW	588133	John B. Smith	Obs. #3	3
	1300 E. Washington Center Rd, FW	588133	1122 Boogie Woogie Ave., FW	588136	Return Home		3
							124

Please total your mileage and enter here ---->

**\* Due dates for completed mileage forms to be turned in:**  
(all paperwork needs to be complete before mileage is 60 days old otherwise there will be tax implications)  
 January, February, and 1st part of March **by March 8th**  
 March, April, & any mileage in May **by May 8th**  
 August, September, & 1st part of Oct. **by Oct. 10th**  
 October, Nov., & any mileage in Dec. **by Dec. 14th**

You must fill in the single line "Starting Point" & "Ending Point" addresses & odometer readings along with the elapsed mileage per line & fill in the total at the bottom of the shaded area. We will accept your submitted mileage log "as is". We will not verify if your mileage log total is correct or not. NOTE: We do reimburse for return mileage.  
 -per Phillip Davich

**Due to streamlining our paperwork, please e-mail completed form to Melinda Woods in the Purdue Fort Wayne SSC office at: woodsm@pfw.edu**