UNIVERSITY OF SASKATCHEWAN

VEHICLE KILOMETER LOG

Print Form

Name | NSID | UniFi Vendor Number (if known)

Department / College | Room / Building

Instructions:

1) As kilometers are to be claimed monthly, begin a different form each month.
2) Record each day/trip on a different line. The "Date" fields can be entered manually or selected from the calendar drop down.
3) In the "Description" field record starting point, points of call and destination.
4) Enter odometer readings in the applicable columns. The form will calculate Trip Kilometers and Total Kilometers being claimed.
5) Transfer the Total Kilometers to the Personal Vehicle/KMS box on the Travel Expense Claim form.

DATE	Description of Trip - From / To	Beginning Odometer Reading	Ending Odometer Reading	Trip Kilometers

TOTAL KILOMETERS (transfer this total to the Personal Vehicle/KMS box on the Travel Expense Claim form) ..

Forward, with completed and approved Travel Expense Claim form,
including all required attachments (original receipts, event schedule/conference outline, Authority to Travel form, etc.)
to: ConnectionPoint - Room 258 Arts Building.
Questions can be directed to ConnectionPoint at (306) 966-2000 or by emailing ConnectionPoint@usask.ca.