

**Employee(s) Traveling:**

| <u>Day</u> | <u>Date</u> | <u>Map Link</u> | <u>From/To</u> | <u>Drive (hours)</u> | <u>Stops</u> | <u>Daily (hours)</u> | <u>Miles</u> | <u>Per Diem Rate</u> |
|------------|-------------|-----------------|----------------|----------------------|--------------|----------------------|--------------|----------------------|
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |
|            |             |                 |                |                      |              |                      |              |                      |

Hotel/Name

Date

Address

Cost

Notes:

Fuel Rate:  
Avg \$ Diesel:

Fuel Mileage:

Total Miles:

# of Donkeys

Date

Lighspoke Link

Phone #

Totals

Fuel

Per Diem

Hotel

Truck Tracker #

Inspection Due

Trailer

Inspection Due

**Total Trip Cost**  
**Cost Per Head**

Approved By: \_\_\_\_\_