



**REPORT OF LOCAL TRAVEL FOR OFFICIAL TRAVEL
IN PERSONAL CAR**

State Form 23151 (R4 / 7-94) FM Form 1703

EXAMPLE
Attachment II

Name of Employee (1) Case Manager, John Q	County (2) 82	Car license (3) 82 B 6854	Month and year (4) January 2012
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Date (5)	ODOMETER READING		MILES TRAVELED (8)	OFFICIAL TRAVEL	
	Beginning (6)	Ending (7)		FROM (complete address) (9)	TO (complete address) (10)
1/9/12	35,692	35,699	7	100 East Sycamore Street, Evansville, In	6003 Late Street, Evansville, IN
1/9/12	35,699	35,702	3	6003 Late Street, Evansville, IN	1002 N Time Ave.Evansville, IN
1/9/12	35,702	35,712	10	1002 N Time Ave. Evansville, IN	100 East Sycamore Street, Evansville, In
1/31/12	35,905	35,915	10	100 East Sycamore Street, Evansville, In	1002 N Time Ave.Evansville, IN
1/31/12	35,915	35,925	10	1002 N Time Ave. Evansville, IN	100 East Sycamore Street, Evansville, In
TOTAL MILES TRAVELED (11)			40		