

State  
of  
New York

# STATEMENT OF AUTOMOBILE TRAVEL

Submit with expense report

Name		Travel Start Date		Travel End Date	
1		2		3	
Date	Between What Points			Actual Mileage	Mileage Claimed
	From		To		
4	5		6	7	8
<b>Total Miles Claimed</b> (Report on AC 132-S or AC 3257-S under Mileage)					9

<b>Reference</b>	<b>Name</b>	<b>Description</b>
1	Name	Traveler's first and last name
2	Travel Start Date	Date of the first day of travel
3	Travel End Date	Date of the last day of travel
4	Date	Date for which mileage is being claimed
5	From	Where mileage is starting from
6	To	Where mileage is ending at
7	Actual Mileage	Actual mileage between boxes 5 and 6
8	Mileage Claimed	Mileage being claimed (may be less than actual because of the Lesser of Mileage rule)
9	Total Miles Claimed	Sum of all amounts in box 8