

State Board of Education Department of Community Colleges Form 300
Daily Log For Local Travel (State Funds)

For Month of _____

Randolph Community College
 (Name of Institution)

 (Owner of Vehicle and Payee)

 (State Budget Subhead Coding)

(Signature of Driver)

Day of Month	Official Travel		Purpose of Travel	Odometer Reading		Miles Traveled
	From	To				
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		
				Return		
				Depart		

The above local travel has been conducted for official institutional travel which is properly chargeable to State Funds and reimbursement for

\$ _____ is hereby approved.

 (Vice President for Administrative Services)
 P/ADM/080

Total Miles

Rate .40

Amount