**STATE OF ALASKA** **DEPARTMENT OF CORRECTIONS**

# Record of Mileage

## Privately Owned Vehicle Authorized for Use on Official Business

| Lic. No. | Make | Model | Year | Registered Owner | Insurance Carrier |
|---|---|---|---|---|---|
| | | | | | |

| Date | Speedometer Reading (or time) Beginning of Trip | Speedometer reading (or time) End of Trip | Miles Per Trip | Purpose of Trip |
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Employee Signature:_____ Title:_____

Division
Approval:_____

(Prepare in duplicate retain one copy and submit original with Travel Authorization form to the appropriate administrative officer for Division approval and forwarding to the Division of Administrative Services for reimbursement.)

*Department of Corrections, Form 104.05B*
*Rev. 9/02*