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| **Mileage Record – Administrative Staff\*** | | | | |
| Name of Employee: | | | | |
| Date | From | To | Number of Miles | Itinerary |
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Signature of Employee Date

\*Use this form for any staff performing an **administrative** task (e.g. monitors, sponsor administrative staff visiting/reviewing sites). Note: Mileage costs must be in the administrative budget approved by the State Agency.