

Project:



Use this travel log to record trips in your own vehicle which will be claimed as part of the project budget
Trips taken by hired vehicle should be claimed against invoices provided by the service provider (taxi or bus driver)

Travel Log Number:	TL/
Date:	
Submitted by: (Name and Contact Telephone Number)	

Fill in a separate line for each trip

Date:	Task #	Task Description	Travel From	Km at Start	Travel To	Km at End	Total Km Traveled

TOTAL VALUE OF THIS TRAVEL CLAIM (Number of Kilometers recorded here X R2.50)

TOTAL