



St. Cloud State University
 Office of Sponsored Programs
 Administrative Services - 210
 720 Fourth Avenue South
 St. Cloud, MN 56301-4498

Travel Log

Car Number		License Number		Vehicle			Responsible Person:		
Fuel Purchases	Date	Total Gallons	Price per Gallon	Odometer Reading	Total Purchase	Fuel Station	Driver Signature	Account Number	
	Total Miles				I certify that this mileage is correct as reported				
Vehicles for Official Business Only					Authorized Signature				
					Date:				

Submit signed copies to OSP the last day of each month with original receipts.