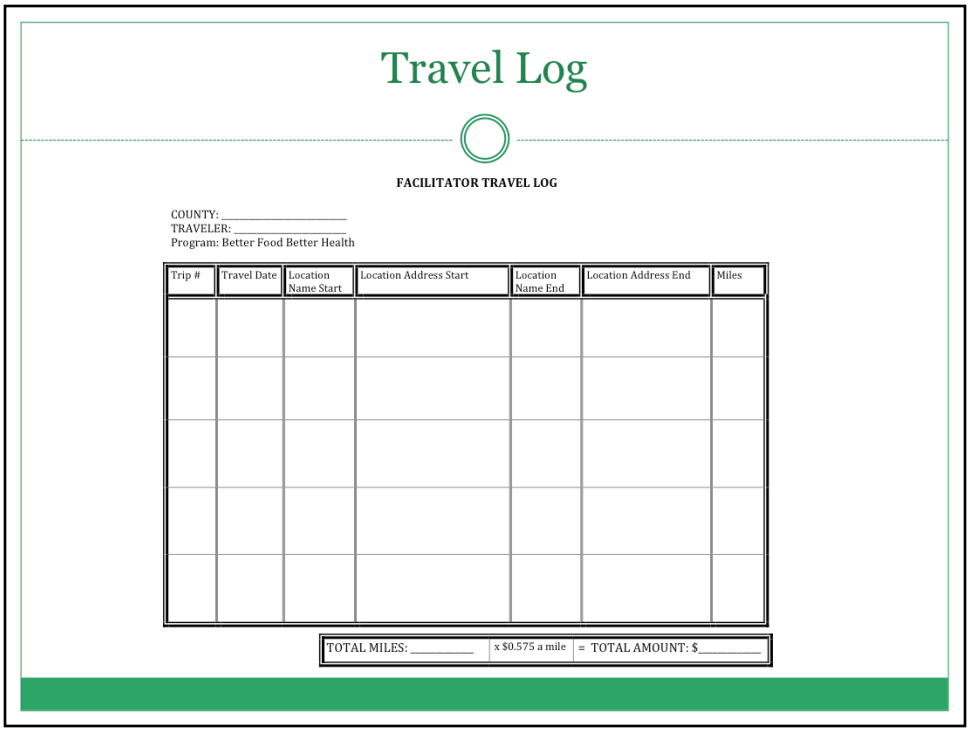
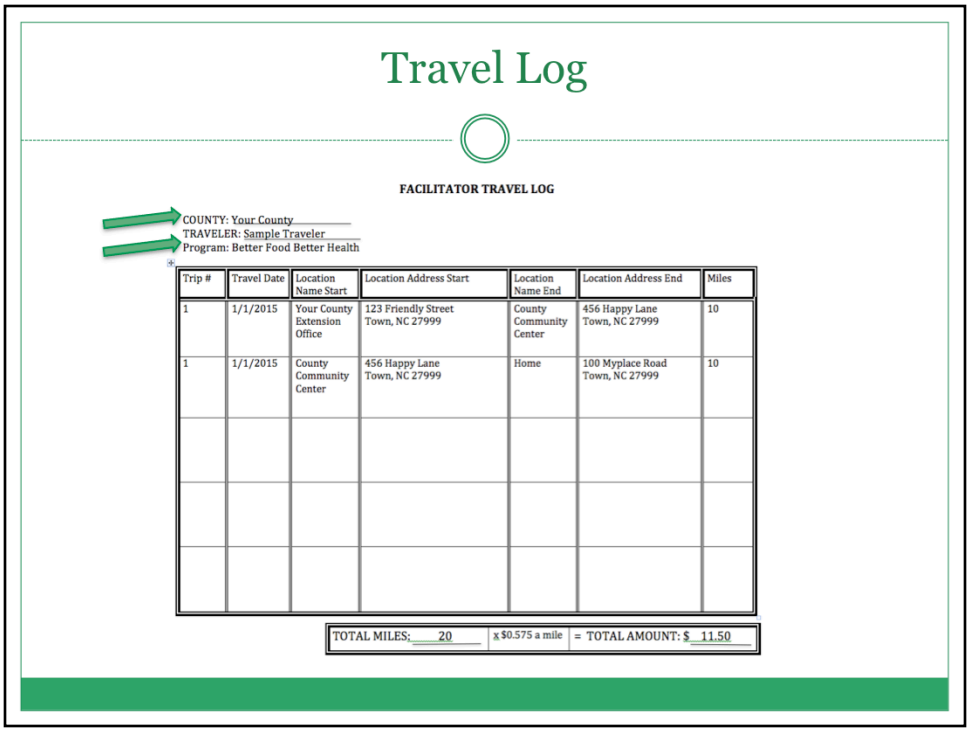


You will record your mileage for program related travel using the Facilitator Travel Log off found on the ncstepstohealth.org website.

You can download a copy to your computer or ask the Nutrition Educator to do so if you do not have access to a computer.

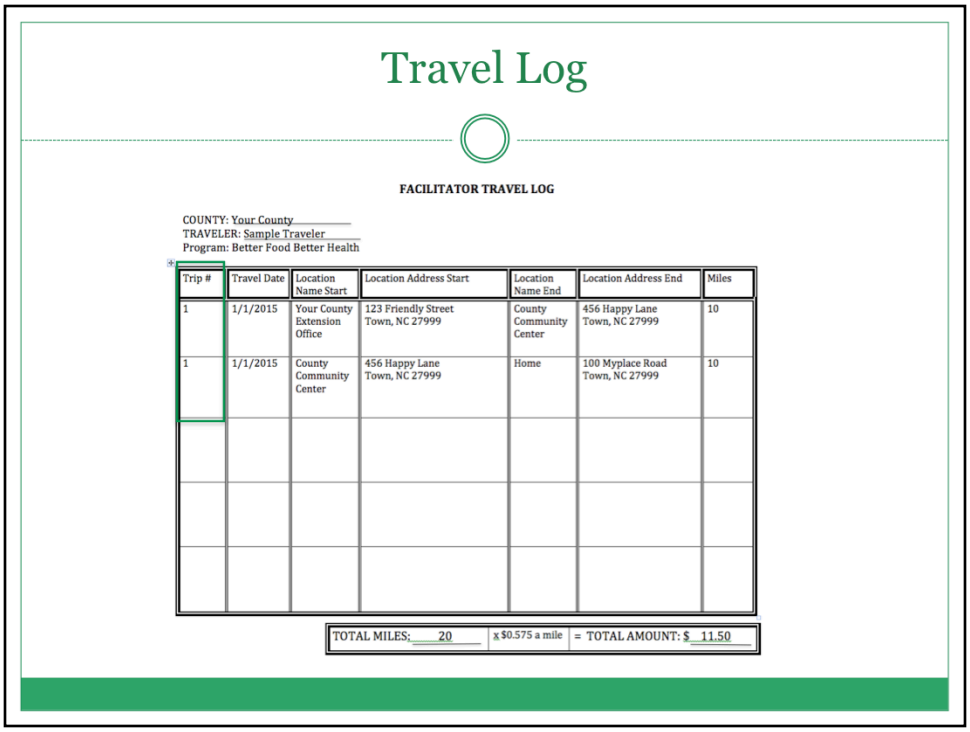
If you prefer to type out your travel, you can download the word document. You can hand-write legibly on a print out of either the word document or PDF.

We will just look at the log briefly.



To get started, you will want to fill in you County Name
Fill in your first and last name for the Traveler.

Use one log for each trip that you take.
A trip counts as the travel the occurs between leaving and returning to your duty station, which will more than likely be your County Office or your home.
Each leg of a trip will go on a separate line.



Travel Log

FACILITATOR TRAVEL LOG

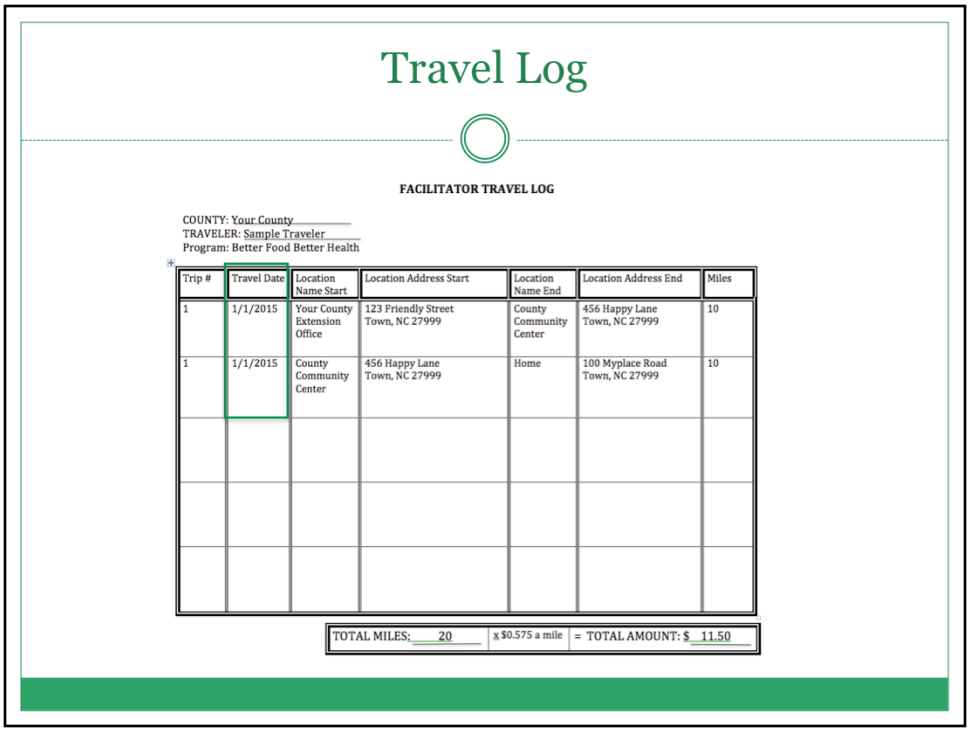
COUNTY: Your County
TRAVELER: Sample Traveler
Program: Better Food Better Health

Trip #	Travel Date	Location Name Start	Location Address Start	Location Name End	Location Address End	Miles
1	1/1/2015	Your County Extension Office	123 Friendly Street Town, NC 27999	County Community Center	456 Happy Lane Town, NC 27999	10
1	1/1/2015	County Community Center	456 Happy Lane Town, NC 27999	Home	100 Myplace Road Town, NC 27999	10

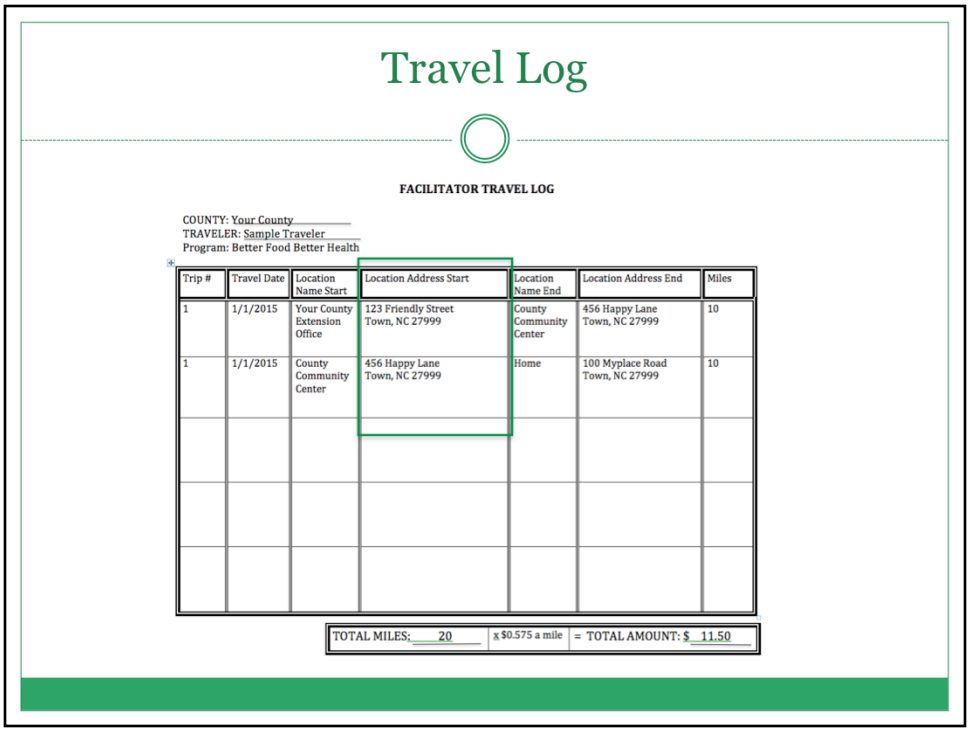
TOTAL MILES: 20 | x $0.575 a mile | = TOTAL AMOUNT: $ 11.50

So for example, you meet the Nutrition Educator at the County Extension Office and then drove to a community center to teach a program then went home. That is a trip.
If this were your first trip, it would be trip # 1. then you list your two legs of the trip.

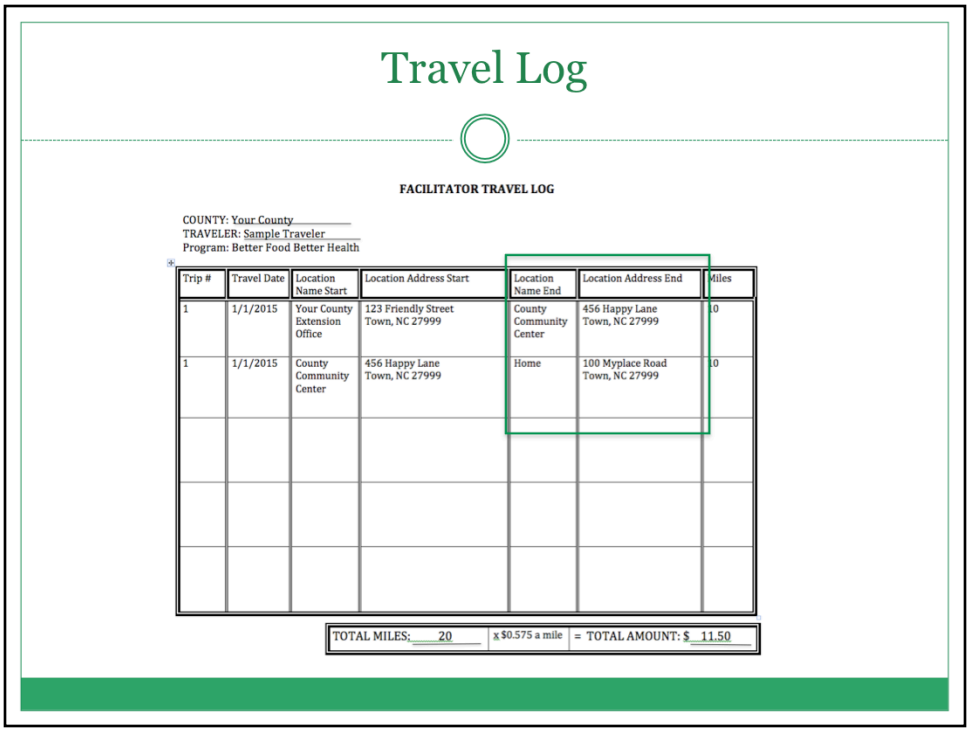
You need to note the trip #, here it is trip #1.



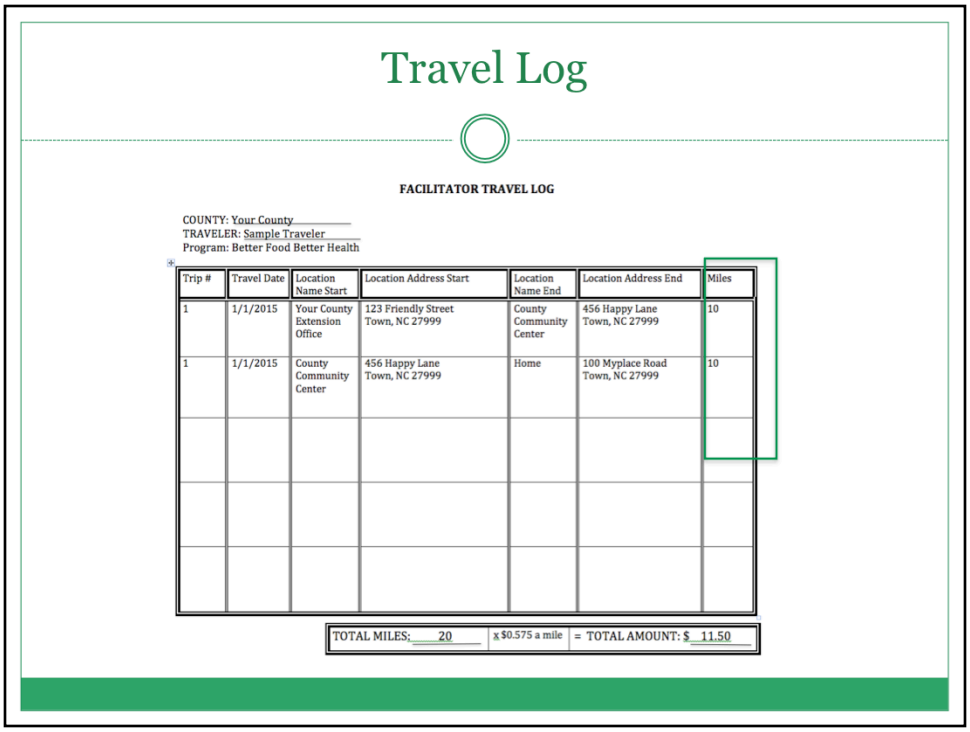
Then you need to note the date of your travel.



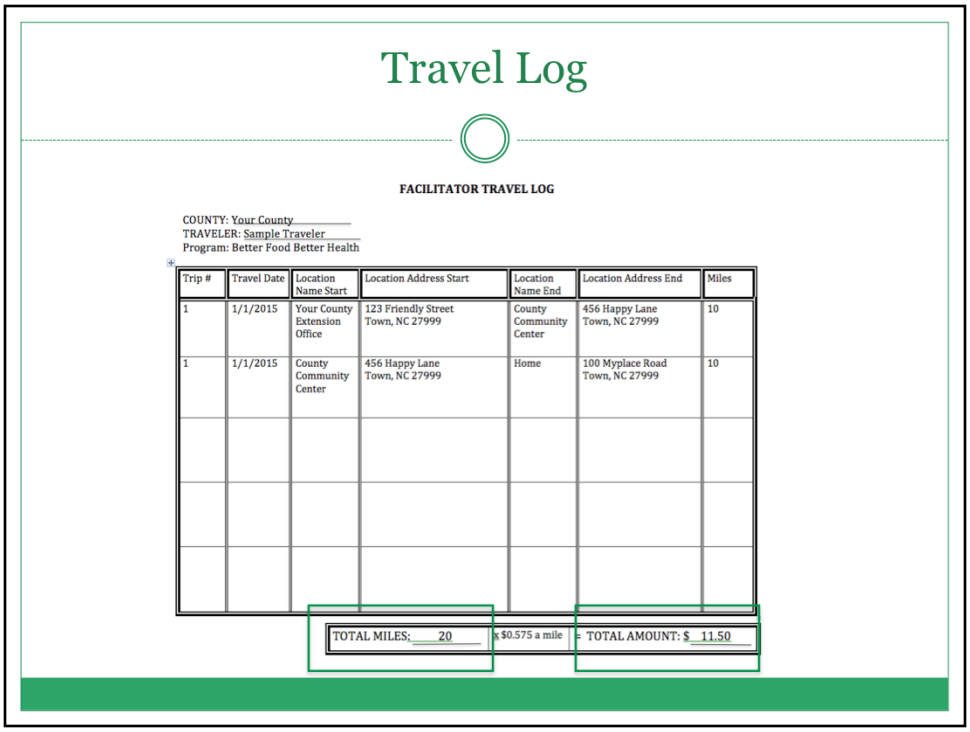
The name of your start location and the address for each leg of your trip.



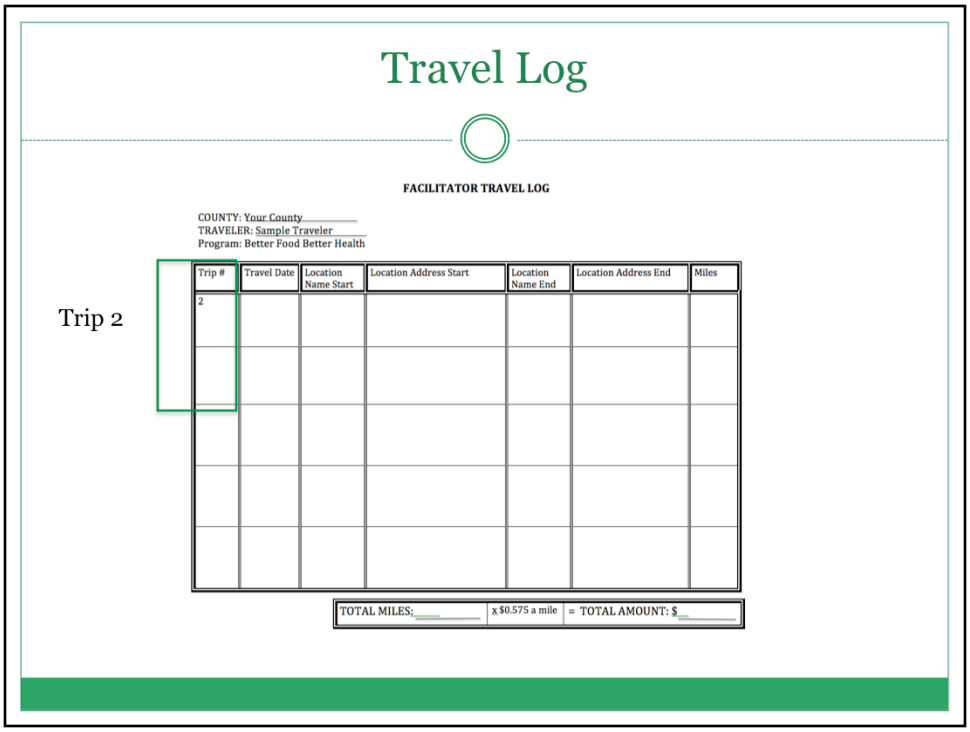
The name of your end location and the address for each leg of your trip.



Then write the number of miles between each start and end location.



For each trip, add up your mileage for all legs of the trip, multiply this by the rate $.0575, and calculate your total.



For your next trip, trip #2, use another travel log.

You or the Nutrition Educator can email your travel logs as they are completed but be sure that they are sent in no later than monthly.

Email them Ariel Fisher with your name in the subject line.

Please be sure to save a copy of your document!