

**AMENDMENT #2**  
**COMMITTEE RESOLUTION 114-\_\_\_\_**  
**OFFERED BY MS. LOFGREN**

On page 2 of the resolution, immediately before the first resolving clause, insert the following resolving clauses:

**“Resolved further**, that on page 3 of the *Voucher Documentation Standards* approved by the Committee on July 14, 2010, the requirements applicable to claims for reimbursement in the category labelled ‘**Mileage**’ are amended to read as follows:

‘Required travel information (derivative of a travel log) includes the following:

- a. Name of traveler
- b. Dates of travel or period during which travel occurred (not to exceed one month)
- c. Locations of travel, expressed in general terms (e.g., “District office to 2200 block Main Street to District office” or “Home to center city Zipcode 12345 to District office”)
- d. Number of miles traveled in each journey or segment of journey
- e. Mileage rate(s) at which travel is to be reimbursed.

A travel log need not be submitted with the voucher, but must be maintained by the office and available for audit. A travel log template is available at [*hyperlink to the form*]

**Resolved further**, that the Committee directs the Chief Administrative Officer to take such steps as may be necessary to ensure public disclosure in the *Statement of Disbursements* of details of mileage reimbursements as required by the *Voucher Documentation Standards* approved July 14, 2010, as amended by this Committee Resolution.”

**Summary of Amendment:** Requires documentation for mileage reimbursement to reflect dates on which mileage was driven, the locations of travel expressed in general terms, number of miles driven each day, and the total miles for which reimbursement is sought. Directs the Chief Administrative Officer to ensure full disclosure of mileage details in the *Statement of Disbursements*.