

AMENDMENT #3
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. Date(s) of travel with number of miles driven each day
- c. Total number of miles driven during period for which reimbursement is sought.
- d. Mileage rate(s) applicable to reimbursement.

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 steps necessary to ensure public disclosure in the *Statement of Disbursements* of the details of mileage reimbursements as required by the *Voucher Documentation Standards* approved July 14, 2010, as amended by this Committee Resolution.”

Summary of Amendment: Revises documentation for mileage reimbursement to reflect specific date on which mileage was driven, the number of miles driven on each day, and the total number of miles for which reimbursement is sought. Directs the Chief Administrative Officer to ensure full disclosure of mileage reimbursement details in the *Statement of Disbursements*.