DUE BY the 7th of each month

TEAM-Math
Log of Activities

Month: _____

ONLY Fill in the Blue Columns

_____
NAME

SS#: _____

Calculations to be completed by TEAM-Math staff personnel only

								TEAM-Math Use ONLY			
Date	**School Visited or Meeting Location**	**Time of Departure**	**Time of Return**	**Actual Meeting Time**	**City of Origin**	**City of Destination**	***Substitute or Stipend**	****Food**	**Chart Miles**	**$.585 x miles**	**Total**
Purpose (audience, details, etc):											
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Purpose (audience, details, etc):											
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Purpose (audience, details, etc):											
Purpose (audience, details, etc):											
Purpose (audience, details, etc):											

Grand Total: _____

Submit to: TEAM-Math, 201 Dunstan Hall, Auburn University, AL 36849 or **Fax to:** 334-844-0124

***If you are a DTL, please indicate if you required a substitute or stipend for the day.**

****If you are NOT an AU employee, please submit original receipts for any food purchase.**