

OWNER CAR BUSINESS EXPENSE LOG

Personal Vehicle Business Use Mileage & Expense Tracker

OWNER NAME:

DEPARTMENT:

REPORTING PERIOD:

VEHICLE MAKE/MODEL:

YEAR & LICENSE PLATE:

STANDARD RATE / MI:

TOTAL BUSINESS MILES

MILEAGE REIMBURSEMENT

TOTAL RECEIPTS & TOLLS

TOTAL REIMBURSEMENT DUE

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TOTALS:

Driver / Owner Signature

Authorized Approver Signature