

# FLEET VEHICLE MILEAGE LOG & EXPENSE SHEET

Driver Name: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_

Department: \_\_\_\_\_

License Plate No: \_\_\_\_\_

Period Start Date: \_\_\_\_\_

Period End Date: \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_

REIMBURSEMENT RATE \_\_\_\_\_

TOTAL MILEAGE EXPENSE \_\_\_\_\_

TOTAL OTHER EXPENSES \_\_\_\_\_

DATE	DESTINATION / PURPOSE	START ODOMETER	END ODOMETER	TOTAL MILES	FUEL COST	TOLLS & PARKING	OTHER COST	RECEIPT ATTACHED?
Totals:								

\_\_\_\_\_  
Driver Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Approver Signature

Date: \_\_\_\_\_