PERSONAL VEHICLE MILEAGE & EXPENSE LOG

Business Use Reimbursement Sheet

Employee Name:

Department/Title:

Period Start Date:

Period End Date:

Vehicle Make/Model:

Model Year:

License Plate No.:

Reimbursement Rate:

Mileage Log

DATE	DESTINATION & PURPOSE OF TRIP	ODOMETER START	ODOMETER END	TOTAL MILES	BUSINESS MILES	PERSONAL MILES
			Total Mileage:			

Other Associated Expenses (Tolls, Parking, etc.)

DATE	EXPENSE TYPE	DESCRIPTION/BUSINESS PURPOSE	AMOUNT

DATE	EXPENSE TYPE	DESCRIPTION/BUSINESS PURPOSE	AMOUNT
		Total Other Expenses:	

Additional Comments / Notes:

Total Business Miles:	
Reimbursement Rate:	
Mileage Reimbursement:	
Other Expenses Total:	
Grand Total Reimbursement:	

Employee Signature & Date

Approver Signature & Date