COMPANY VEHICLE MILEAGE TRACKING SHEET

Standard Mileage Rate Expense Template

EMPLOYEE NAME:		DEPARTMENT:	
VEHICLE MAKE/MODEL:		LICENSE PLATE:	
PERIOD START DATE:		PERIOD END DATE:	
STANDARD RATE ($/MILE):		MANAGER/APPROVER:	

DATE	DESTINATION / PURPOSE OF TRIP	ODOMETER START	ODOMETER END	TOTAL MILES	RATE	TOTAL EXPENSE	ACCOUNT/PROJECT CODE

Total Mileage:	
Total Reimbursement Due:	

EMPLOYEE SIGNATURE DATE

AUTHORIZED APPROVER SIGNATURE DATE