

VEHICLE MILEAGE LOG

Tax Deduction & Expense Reimbursement Record

TAX YEAR

DRIVER NAME

DEPARTMENT / BUSINESS

VEHICLE MAKE / MODEL

VEHICLE YEAR & LICENSE PLATE

STANDARD MILEAGE RATE (\$/MI)

TOTAL BUSINESS MILES

TOTAL COMMUTING/PERSONAL

TOTAL ODOMETER MILES

ESTIMATED DEDUCTION VALUE

* Category: Use (B) for Business, (C) for Commuting, (P) for Personal/Other.

DRIVER SIGNATURE / DATE

APPROVER SIGNATURE / DATE