

# VEHICLE TRAVEL LOG & EXPENSE TRACKER

Company Mileage Reimbursement & Record Form

**EMPLOYEE NAME:**

**PERIOD / MONTH:**

**DEPARTMENT:**

**VEHICLE MAKE/MODEL:**

**LICENSE PLATE:**

**RATE PER MILE/KM:**

**Total Distance**

**Mileage Reimbursement**

**Total Tolls & Parking**

**Total Other Expenses**

**EMPLOYEE SIGNATURE**

**DATE:**

**MANAGER / APPROVED BY**

**DATE:**