

# FLEET MILEAGE TRACKER

Expense Calculator & Log

PERIOD / DATE

\_\_\_\_\_

DRIVER NAME \_\_\_\_\_

VEHICLE ID / PLATE NO. \_\_\_\_\_

DEPARTMENT / COST CENTER \_\_\_\_\_

VEHICLE MAKE & MODEL \_\_\_\_\_

DATE	DESTINATION / PURPOSE	ODOMETER START	ODOMETER END	TOTAL MILES/KM	TOLLS & PARKING	NOTES

ADDITIONAL COMMENTS / REMARKS

Total Mileage (Miles/Km) \_\_\_\_\_

Mileage Rate (per Mile/Km) \_\_\_\_\_

Total Mileage Expense \_\_\_\_\_

Total Tolls & Parking \_\_\_\_\_

**Total Reimbursement Claim** \_\_\_\_\_

DRIVER SIGNATURE & DATE

APPROVER SIGNATURE & DATE

