

DAILY BUSINESS TRAVEL MILEAGE LOG

Expense Template for Business Mileage

EMPLOYEE NAME:

DEPARTMENT:

VEHICLE MAKE/MODEL:

PERIOD (MONTH/YEAR):

DATE	DESTINATION (FROM/TO)	BUSINESS PURPOSE	START ODOMETER	END ODOMETER	TOTAL MILES	REIMB. RATE

Total Mileage	
Reimbursement Rate	
Total Amount Due	

EMPLOYEE SIGNATURE / DATE

MANAGER APPROVAL SIGNATURE / DATE