DAILY DELIVERY DRIVER MILEAGE LOGBOOK

Expense Reimbursement & Mileage Tracking Template

DRIVER NAME: _____

VEHICLE MAKE/MODEL: _____

DEPARTMENT/ID: _____

LICENSE PLATE NO: _____

PERIOD START DATE: _____

REIMBURSEMENT RATE: _____

STARTING ODOMETER	ENDING ODOMETER	TOTAL BUSINESS MILES	REIMBURSEMENT RATE PER MILE	TOTAL TOLLS/PARKING	TOTAL DUE AMOUNT

DATE	DELIVERY DESTINATION (FROM/TO)	ODOMETER START	ODOMETER END	TOTAL MILES	BUSINESS PURPOSE / ORDER #	TOLLS & PARKING ($)	APPROVED (INITIAL)

Driver Signature: _____ Date: _____

Manager Signature: _____ Date: _____