# DELIVERY VEHICLE MILEAGE & EXPENSE TRACKER

**Driver Name:**

**Period / Week:**

**Vehicle Make/Model:**

**License Plate:**

TOTAL MILEAGE

REIMBURSEMENT RATE

MILEAGE TOTAL

TOTAL REIMBURSEMENT

| DATE | PURPOSE & DESTINATION | ODOMETER START | ODOMETER END | TOTAL MILES | RATE | TOLLS/PARKING | FUEL/OTHER | TOTAL COST |
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| | | | **Total:** | | | | | |

Driver Signature Date

Manager Approval Date