

HOUSE MOVING MILEAGE & EXPENSE LOG

MOVER / EMPLOYEE NAME

RELOCATION DATE RANGE

ORIGIN ADDRESS (MOVING FROM)

DESTINATION ADDRESS (MOVING TO)

VEHICLE MAKE/MODEL

DEPARTMENT / COST CENTER

1. MILEAGE LOG

DATE	ROUTE (FROM - TO)	PURPOSE OF TRIP	ODOMETER START	ODOMETER END	TOTAL MILES	RATE (\$)	TOTAL COST
Total Mileage & Cost:							

2. OTHER MOVING EXPENSES (TOLLS, PARKING, PACKING SUPPLIES, TRANSIT INSURANCE)

DATE	CATEGORY	DESCRIPTION / VENDOR	RECEIPT?	AMOUNT
Total Other Expenses:				

NOTES / EXPLANATION OF EXPENSES

Total Mileage Reimbursement	
Total Other Expenses	
GRAND TOTAL	

Employee / Claimant Signature & Date

Manager / Approver Signature & Date