| **Company:** | **Mileage Rate:** |
| --- | --- |
| **Vehicle Information: (Year, make, model, plate #)** | **Date: (mm/dd/yyyy)** |
| **Employee Name:** |  |

| **Date & Time** | **Trip Purpose** | **Trip** | **Odometer** | **Miles Driven** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Starting Point** | **Destination** | **Start** | **Finish** |
|  |  |  |  |  |  |  |  |
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| **Total Mileage for (mm/dd/yyyy):** |  |  |

| **Additional Items** |
| --- |
| **Fuel** | **Tolls** | **Parking** |
|  |  |  |
|
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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_