

Simple Mileage Log

[Company Logo]

Company:

Mileage Rate:

Vehicle Information: (Year, make, model, plate #)

Date: (mm/dd/yyyy)

Employee Name:

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

Additional Items		
Fuel	Tolls	Parking

Employee Signature: _____