| **Company:** | **Employee Name:** | **Mileage Rate:** |
| --- | --- | --- |
| **Vehicle Information: (Year, make, model, plate #)** | **Employee ID:** | **Week of:** |

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

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