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| **Vehicle Make & Model:** | **Employee Name:** | **Year:** |
| **Vehicle Year:** | **Employee ID:** | **Month:** |
| **Vehicle Registration:** | **Supervisor Name:** | **IRS Mileage Rate:**  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date & Time** | **Trip Description** | **Starting Location** | **Destination** | **Odometer Start** | **Odometer End** | **Total Miles Driven** |
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|  |  |  |  |  |  |  |
|  | **Total Miles Driven For [MONTH]:** |  |
| **IRS Mileage Rate:** |  |
| **Total For Reimbursement:** |  |