

# Employee Mileage Log Form

For Business Use

Employee Name  
Employee ID  
Department  
Vehicle (Make/Model)

  
  
  

Log Period Start  
Log Period End

  

Date	Trip Purpose / Description	Starting Location	Destination	Odometer Start	Odometer End	Miles Driven
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Miles						<input type="text"/>

Employee Signature  
Date  
Manager/HR Approval

  
  

## Important Notes:

- Ensure all entries are accurate and mileage claimed is for business purposes only.
- Maintain receipts and any related documentation for audit and reimbursement purposes.
- Falsifying information may result in disciplinary action.
- This log must be submitted regularly as per company policy for timely reimbursement.
- Check current mileage reimbursement rates with your finance or HR department.

