

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	
Total Miles						<table border="1"><tr><td></td></tr></table>	

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.

