

# Mileage Log Spreadsheet for Expense Claims

## Employee Details

Name		Employee ID	
Department		Month & Year	
Supervisor			

## Mileage Log

Date	Purpose of Trip	Start Location	End Location	Odometer Start	Odometer End	Total Miles/KMs	Rate per Mile/KM	Amount Claimed	Remarks
Total									

Employee Signature:

Date:

Supervisor Approval:

Date:

## Important Notes

- All entries must be completed in full and be accurate to the best of your knowledge.
- Purpose and locations of trips should be described clearly for verification.
- Odometer readings are required for each trip start and end; retain supporting documents if available.
- This log must be signed by both the employee and authorized supervisor for claim approval.
- Claims are subject to company policy and may be audited.