

Monthly Vehicle Mileage Log

Employee Name: _____

Department: _____

Month & Year: _____

Vehicle Make/Model: _____

License Plate No.: _____

Trip Details

Date	Start Location	Destination	Purpose of Trip	Start Odometer	End Odometer	Miles Driven	Initials
Total Miles for the Month:							

Employee Signature: _____

Date: _____

Important Notes

- This log must be completed and submitted monthly for mileage reimbursement.
- All entries must be accurate and reflect actual business travel only.
- Odometer readings must be recorded at the start and end of each trip.
- Supporting documentation may be required for verification.
- Incomplete logs may result in delayed or denied reimbursement.