

# Paper-Based Mileage Logbook

Driver Name: \_\_\_\_\_  
Vehicle Number: \_\_\_\_\_  
Month/Year: \_\_\_\_\_  
Department: \_\_\_\_\_

Date	Trip Start Location	Destination	Purpose	Odometer Start	Odometer End	Distance (km)	Passenger / Items Carried	Driver's Initial
__/__/__	_____	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____	_____
__/__/__	_____	_____	_____	_____	_____	_____	_____	_____

## Important Notes

- Fill in all fields for each trip to maintain accurate records.
- Odometer readings must be recorded at both the start and end of every journey.
- The logbook should be completed in real time or as soon as possible after each trip.
- This document may be required for expense reimbursement or compliance audits.
- Store the logbook in a safe, accessible location within the vehicle or office.