

# Trip-Based Mileage Log Entry

Sample Document Format for Expense Reimbursements

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Vehicle: \_\_\_\_\_ License Plate: \_\_\_\_\_  
Reporting Period: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## Trip Log Details

Date	Start Location	Destination	Purpose of Trip	Odometer Start	Odometer End	Miles Driven	Client/Project (if any)
____ / ____ / ____	_____	_____	_____	_____	_____	_____	_____
____ / ____ / ____	_____	_____	_____	_____	_____	_____	_____
____ / ____ / ____	_____	_____	_____	_____	_____	_____	_____

Total Miles: \_\_\_\_\_  
Reimbursement Rate: \_\_\_\_\_  
Total Reimbursement: \_\_\_\_\_

## Certification

I certify that the information provided above is accurate and the mileage claimed was incurred for official business purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes

- Complete all fields accurately to avoid processing delays.
- Maintain supporting documents if required by your organization.
- Personal trips should be excluded from the log.
- All entries must be for business-related purposes only.
- Reimbursement rates are subject to organizational and regulatory changes.