

Company Fleet Mileage Tracking Document

Fleet & Driver Information

Company Name		Tracking Period	
Vehicle ID/Number		Driver Name	
Vehicle Make/Model		License Plate	

Mileage Log

Date	Trip Description	Odometer Start	Odometer End	Miles Driven	PURPOSE (Business/Personal)	Initials
Total Miles Driven						

Important Notes

- Ensure all entries are accurate and up-to-date for each trip.
- This document may be required for tax, reimbursement, and audit purposes.
- Separate business and personal mileage for compliance and reporting.
- Odometer readings should be recorded at the start and end of every journey.
- Retain completed logs according to company policy or statutory requirements.