

Daily Mileage Log Sheet

Employee Name: _____

Vehicle Plate #: _____

Department: _____

Date: ____ / ____ / ____

| Date | Start Location | Destination | Purpose of Trip | Odometer Start | Odometer End | Miles Driven | Authorized By | Notes |
|----------------|----------------|-------------|-----------------|----------------|--------------|--------------|---------------|-------|
| ____/____/____ | | | | | | | | |
| ____/____/____ | | | | | | | | |
| ____/____/____ | | | | | | | | |
| ____/____/____ | | | | | | | | |

- Log all business-related trips daily for accurate reimbursement and tax purposes.
- Ensure odometer readings are recorded at both the start and end of each trip.
- Personal trips should not be included unless permitted by your organization’s policy.
- Retain all mileage logs as supporting documents for future audits or reference.
- Incomplete or illegible entries may result in denied reimbursement.