

Monthly Mileage Log for Business Transportation

Employee Name		Employee ID	
Vehicle Make/Model		License Plate	
Month/Year			

Trip Details

Date	Starting Location	Destination	Purpose of Trip	Start Odometer	End Odometer	Miles Traveled	Notes
Total Business Miles:							

Employee Signature		Date	
Supervisor Approval		Date	

Important Notes

- Complete the log daily. Do not rely on memory for accurate mileage.
- Only record trips taken for business purposes. Personal or commuting miles should not be included.
- Odometer readings should be logged at the start and end of each business trip.
- Maintain supporting documents (e.g., receipts, business meeting details) when possible.
- Falsification of information may result in disciplinary action.