

# Mileage Record Sheet for Work Travel

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Month/Year: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Date	Purpose of Trip	Start Location	Destination	Odometer Start	Odometer End	Miles Travelled	Signature
Total Miles:							

## Important Notes:

- Record all details daily and accurately at the time of travel.
- Only work-related travel should be reported on this sheet for reimbursement.
- Keep original receipts and submit them as required by your employer's policy.
- This form may need your supervisor's approval before payment.
- Falsifying travel records may result in disciplinary action.