

Employee Mileage Log for Reimbursement

Employee Name: _____

Department: _____

Month/Year: _____

Date	Purpose of Trip	Start Location	Destination	Odometer Start	Odometer End	Miles Traveled	Notes
2024-06-01	Client Meeting	Office	Client HQ	12,450	12,468	18	--
2024-06-03	Project Site Visit	Home	Project Location	12,468	12,500	32	With supervisor
2024-06-11	Training	Office	Training Center	12,500	12,529	29	Round trip
Total Miles						79	

Important Notes

- Ensure all mileage entries are accurate and supported by odometer readings.
- Only record miles driven for approved, work-related purposes.
- Attach relevant supporting documentation (e.g., receipts, maps) if required by company policy.
- Submit completed forms in accordance with your organization’s reimbursement procedures.
- Falsifying mileage logs may result in disciplinary action.