

Standard Mileage Log Template

Employee & Vehicle Information

Name	[Employee Name]	Department	[Department]
Vehicle Make/Model	[Vehicle Make & Model]	License Plate	[License Plate Number]
Month/Year	[MM/YYYY]		

Trip Details

Date	Purpose of Trip	Start Location	End Location	Odometer Start	Odometer End	Miles Driven
2024-03-01	Client Meeting	Office	Downtown	10,120	10,135	15
2024-03-03	Supply Run	Office	Supplies Store	10,135	10,143	8
2024-03-04	Site Visit	Office	Client Site A	10,143	10,163	20
Total Miles:						43

Certification

I certify that the above mileage log is accurate and that all miles claimed were for business purposes.

Signature:

Date: _____

Important Notes

- Only business-related mileage should be recorded and claimed for reimbursement.
- Personal errands and commuting miles are not eligible for reimbursement.
- Odometer readings should be entered accurately for every trip.
- Retain all mileage logs as supporting documentation for tax and audit purposes.
- Adhere to your organization's expense and mileage reimbursement policies.