

# Vehicle Mileage Expense Log Form

Employee/Driver Name

Department

Vehicle Make/Model

License Plate

Reporting Period

e.g. June 2024

## Mileage Log

Date	Trip Purpose	Origin	Destination	Start Odometer	End Odometer	Miles Driven	Notes
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							
<b>Total Miles</b>						<input type="text"/>	<input type="text"/>

Employee Signature

Date

## Important Notes

- This form should be completed accurately for all business-related vehicle trips.
- Personal mileage must be excluded unless otherwise stated by company policy.
- Keep all logs up to date and submit them by the specified reporting deadline.
- Attach supporting documents if required (receipts, maps, etc.).
- Falsification may result in disciplinary action and/or denial of reimbursement.

