

Mileage and Fuel Expense Log Sheet

Document your vehicle mileage and fuel expenses for reimbursement or tax purposes.

Name: _____

Department: _____

Vehicle/Plate #:

Month/Year: _____

Important Notes:

- Record trip details and fuel expenses promptly for accuracy and compliance.
- Keep all fuel receipts and attach them when submitting this log for reimbursement or audit.
- Mileage logs are required by many organizations and tax authorities to support expense claims.
- Ensure odometer readings are accurate and correspond to each trip entry.
- Fill out all applicable sections to avoid processing delays.