**MONTHLY MILEAGE LOG TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** | **EMPLOYEE ID** | **SUPERVISOR NAME** |  | **REIMBURSEMENT RATE** |  |
|  |  |  |  | **TOTAL MILES** |  |
| **DEPARTMENT** | **VEHICLE ID** | **MONTH REPRESENTED** |  | **TOTAL REIMBURSEMENT** |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATE OF TRAVEL** | **PURPOSE OF TRAVEL** | **STARTING POINT** | **DESTINATION** | **ODOMETER READINGS** | **TOTAL MILES** | **ADDITIONAL COMMENTS** |
| **START** | **END** |
|  |  |  |  |   |   | 0 |  |
|   |  |   |   |   |   | 0 |   |
|   |  |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
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|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |
|   |   |   |   |   |   | 0 |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EMPLOYEE SIGNATURE** | **DATE** | **SUPERVISOR SIGNATURE** | **DATE** |
| APPROVALS |  |  |  |   |

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