**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11306&utm_source=integrated+content&utm_campaign=/content/small-business-bookkeeping-templates&utm_medium=Monthly+Mileage+Log+doc+11306&lpa=Monthly+Mileage+Log+doc+11306&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)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 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |
|  |  |  |  |  |  | 0 |  |

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

|  |
| --- |
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