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| MILEAGE EXPENSE REPORT |

**Employee Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trip Details:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Starting Location** | **Ending Location** | **Purpose of Trip** | **Starting Odometer** | **Ending Odometer** | **Miles Traveled** | **Rate per Mile** | **Total Expense** |
| 01/01/2024 | Office | Client Site | Client Meeting | 12,345 | 12,375 | 30 | $0.58 | $17.40 |
| 01/02/2024 | Office | Conference | Industry Conference | 12,375 | 12,450 | 75 | $0.58 | $43.50 |
| 01/03/2024 | Home | Office | Regular Commute | 12,450 | 12,460 | 10 | $0.58 | $5.80 |
| 01/04/2024 | Office | Vendor Meeting | Vendor Negotiation | 12,460 | 12,490 | 30 | $0.58 | $17.40 |
| 01/05/2024 | Office | Training Center | Staff Training | 12,490 | 12,520 | 30 | $0.58 | $17.40 |

**Summary:**

Total Miles Traveled: \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Reimbursement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employee Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Manager Signature**  Date: \_\_\_\_\_\_\_\_\_\_\_\_ |