

Expense Log Form Sample

This **expense log form sample** helps track and document all business expenses efficiently, including mileage reimbursement. It simplifies the process of reporting travel costs and ensures accurate record-keeping for tax and accounting purposes. Using this form streamlines expense management for both employees and employers.

Employee Information

Name	
Department	
Date Submitted	
Purpose of Expense	

Expense Log

Date	Description	Expense Category	Amount	Payment Method	Receipt Attached
		Travel ▾			Yes ▾
		Travel ▾			Yes ▾

Mileage Reimbursement

Date	Start Location	End Location	Purpose of Trip	Mileage (miles)	Rate (per mile)	Total Reimbursement
					\$0.XX	
					\$0.XX	

Totals

Total Expenses	
Total Mileage Reimbursement	
Grand Total	

Employee Signature: _____ Date: _____

Manager Approval: _____ Date: _____