

# 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
		<div>Travel</div>			<div>Yes</div>
		<div>Travel</div>			<div>Yes</div>

## 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: \_\_\_\_\_