

Employee Mileage Expense Claim Record Form Sample

This **expense claim record** form sample is designed to streamline employee mileage reimbursement. It captures essential details such as travel dates, distances, and purpose of trips, ensuring accurate and efficient processing. Using this form helps maintain clear and organized expense documentation for both employees and finance teams.

Employee Information

Name	
Employee ID	
Department	
Supervisor	

Mileage Expense Details

Date	Start Location	Destination	Purpose of Trip	Mileage (km/miles)	Rate per km/mile	Total Amount
Total Claim Amount						

Employee Declaration

I hereby certify that the above mileage expenses are accurate and were incurred for business purposes only.

Employee Signature	
Date	

Supervisor Approval

Supervisor Signature	
Date	