

Mileage Expense Reimbursement Form Sample

The **mileage expense reimbursement form sample** is designed to help employees accurately report their travel distances for business purposes. This form ensures transparent and efficient reimbursement of expenses incurred while using a personal vehicle. Utilizing a standardized template simplifies tracking and approval processes for both employees and employers.

Employee Name: _____
Department: _____
Employee ID: _____
Date Submitted: ____ / ____ / ____

Date	Purpose of Trip	Starting Location	Destination	Odometer Start	Odometer End	Miles Traveled	Rate per Mile	Total Amount
__/__/__	Client Meeting	Office	Main St, City	12345	12368	23	\$0.655	\$15.07
__/__/__	Site Visit	Main St, City	Factory Rd, Town	12368	12392	24	\$0.655	\$15.72
Totals						47		\$30.79

Employee Signature: _____
Date: ____ / ____ / ____

Approver Name/Signature: _____
Date: ____ / ____ / ____