

# Monthly Vehicle Mileage Log Form

Use this **monthly vehicle mileage log form** sample to accurately track and document your vehicle's mileage for reimbursement purposes. This form ensures organized record-keeping and simplifies the process of submitting mileage expenses. Keeping detailed logs helps in maintaining transparency and maximizing reimbursement claims.

Employee Name:  Employee ID:

Month & Year:  Department:

Vehicle Make/Model:  License Plate:

Date	Trip Purpose	Start Location	End Location	Start Odometer	End Odometer	Miles Driven	Comments
<input type="text"/>							
<input type="text"/>							
<input type="text"/>							

Total Miles This Month:  Mileage Rate:  \$0.XX Total Reimbursement:

Employee Signature:  Date:

Supervisor Approval:  Date: