

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Miles This Month: Mileage Rate: Total Reimbursement:

Employee Signature: Date:

Supervisor Approval: Date: