

Daily Vehicle Mileage Log Form

Keep accurate records of travel with this **daily vehicle mileage log form sample** designed for employees. It helps track essential details such as starting and ending mileage, trip purpose, and dates for efficient expense reporting. This form ensures compliance and simplifies vehicle usage documentation in the workplace.

Employee Information

Employee Name:

Department:

Vehicle (Make/Model):

License Plate:

Date:

Trip #	Time Out	Time In	Starting Mileage	Ending Mileage	Total Miles	Trip Purpose/Destination	Notes

Employee Signature:

Reviewed By:

Review Date: