

# Bi-Weekly Timesheet Form Sample Including Mileage Tracking

This **bi-weekly timesheet form sample** is designed to efficiently record work hours and mileage tracking over a two-week period. It helps employees systematically log their time and travel distances for accurate payroll and reimbursement. Utilizing this form ensures organized and precise record-keeping for both employers and employees.

## Employee Information

Name	Employee ID	Department	Supervisor	Pay Period Start	Pay Period End

## Bi-Weekly Timesheet

Date	Day	Time In	Time Out	Breaks (Minutes)	Regular Hours	Overtime Hours	Total Hours	Mileage (miles)	Destination/Purpose
MM/DD	Mon								
MM/DD	Tue								
MM/DD	Wed								
MM/DD	Thu								
MM/DD	Fri								
MM/DD	Sat								
MM/DD	Sun								
MM/DD	Mon								
MM/DD	Tue								
MM/DD	Wed								
MM/DD	Thu								
MM/DD	Fri								
MM/DD	Sat								
MM/DD	Sun								
<b>Totals</b>									

## Mileage Log (Detailed, if applicable)

Date	From	To	Purpose	Odometer Start	Odometer End	Total Miles

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes:

- Please enter accurate and complete information for each date.
- Submit supporting documentation for mileage reimbursement if required by company policy.

