

Mileage Expense Claim Form Sample

Use this **mileage expense claim form sample** to accurately document and submit your travel-related costs for reimbursement. It simplifies tracking distances traveled and calculating expenses based on mileage rates. This form ensures clear and organized record-keeping for both employees and employers.

Employee Name:

Employee ID/Number:

Department:

Date of Claim:

Travel Details

| Date | Start Location | Destination | Purpose of Travel | Miles Traveled | Mileage Rate (\$/mile) | Amount (\$) |
|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|
| <input type="text"/> 0.67 | <input type="text"/> |
| <input type="text"/> 0.67 | <input type="text"/> |
| Total Amount (\$): | | | | | | <input type="text"/> |

Additional Notes/Comments:

Employee Signature:

Date:

Manager Approval:

Date:

Submit Claim