

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.67	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<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