

# MONTHLY MILEAGE LOG TEMPLATE

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EMPLOYEE NAME	EMPLOYEE ID	SUPERVISOR NAME
DEPARTMENT	VEHICLE ID	MONTH REPRESENTED

REIMBURSEMENT RATE	
TOTAL MILES	
TOTAL REIMBURSEMENT	

DATE OF TRAVEL	PURPOSE OF TRAVEL	STARTING POINT	DESTINATION	ODOMETER READINGS		TOTAL MILES	ADDITIONAL COMMENTS
				START	END		

APPROVALS	EMPLOYEE SIGNATURE	DATE	SUPERVISOR SIGNATURE	DATE

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