# Mileage Log for Reimbursement

*This document is designed to help employees or self-employed individuals maintain a detailed log of business-related vehicle mileage for the purposes of tax deductions or company reimbursement. It captures essential details of each trip including date, destination, purpose, starting and ending mileage, and total miles traveled. Complete and accurate records are critical for compliance with reimbursement policies and tax regulations.*

## Employee/Driver Information

* **Name:** {name}
* **Department:** {department}
* **Vehicle Description:** {vehicle}
* **License Plate:** {licensePlate}
* **Reimbursement Period:** {period}

## Summary

* **Total Business Miles:** {totalMiles} miles
* **Reimbursement Rate:** ${rate} per mile
* **Total Reimbursement Amount:** ${totalAmount}

## Mileage Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start Location** | **Destination** | **Purpose** | **Start Odometer** | **End Odometer** | **Miles Traveled** |
| {#trips}{date} | {startLocation} | {destination} | {purpose} | {startOdometer} | {endOdometer} | {miles}{/trips} |

## Notes

{notes}

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {dateSigned}

**Manager Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** {managerDate}