

AUTOMOBILE MILEAGE REIMBURSEMENT LOG

Business mileage is miles traveled exclusively for a business purpose and excludes mileage for personal use. Personal use includes commuting from your home to your first business destination of the day and back home from your last business destination of the day.

NAME:				Period Ending:	
DATE	PURPOSE	STARTED AT	ENDED AT	MILES THIS TRIP*	
Total Miles					

Miles Between Common Destinations

Third St To		Oakland To		Douglas to		Howell to		Office to		Commissary to	
Oak	4	Trd	4	Trd	21	Trd	9	Trd	1	Trd	16
Dou	21	Dou	27	Oak	27	Oak	12	Oak	3	Oak	19
How	9	How	12	How	14	Dou	14	Dou	25	How	24
Off	1	Off	3	Off	25	Off	7	How	7	Dou	36
Com	16	Com	19	Com	36	Com	24	Com	17	Off	17

Employee Signature _____ Date _____

*** Office Use Only ***

TOTAL	Total Miles	X Rate per Mile	= Mileage	+ Parking Fees	Total Reimbursement
	#	\$.40	\$	\$	\$

Approval Signature _____ Date _____