Mileage Log

A record of business trips: odometer readings, distance, purpose and route.

Driver / employee: _____ **Vehicle & plate:** _____

Period from: _____ **To:** _____ **Odometer at start:** _____

Date	Start odometer	End odometer	Miles	Purpose of trip	From / to

Total distance: _____ **Rate per mile:** _____ **Total to claim:** _____

Enter the rate your employer or tax authority allows for the period - this sheet does not set one.