office printable .com

MILEAGE LOG

Trip record

NAME	VEHICLE	MONTH / PERIOD	RATE PER MILE

Date	Destination	Business purpose	R/T	Miles	Parking / tolls
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		
			☐		

Total miles	
Rate per mile	
Mileage amount	
Parking and tolls	
Total claim	