

Vehicle Mileage Log

Record each business trip on the day it happens: date, where you went, why, and the miles driven. Your normal commute is not business mileage.

Driver

Vehicle

Month / year

Rate per mile

Date	From	To	Business purpose / job no.	Start odometer	End odometer	Miles

Total business miles

Rate per mile

Reimbursement due

Driver signature

Date

Approved by

Date