

# Mileage Report Template



# Mileage Report Template

**\*Note:** This form is a template and should be customized to suit your company's specific mileage reimbursement policies.\*

## Employee Information:

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date of Report: \_\_\_\_\_

## Trip Details:

Date of Trip: \_\_\_\_\_  
Purpose of Trip: \_\_\_\_\_  
Starting Point (Address/City): \_\_\_\_\_  
Destination (Address/City): \_\_\_\_\_  
Distance Traveled (miles): \_\_\_\_\_

## Vehicle Information:

Vehicle Make and Model: \_\_\_\_\_  
License Plate Number: \_\_\_\_\_  
Starting Mileage (at the beginning of the trip): \_\_\_\_\_  
Ending Mileage (at the end of the trip): \_\_\_\_\_

## Additional Information:

Toll/Parking Expenses (if applicable): \_\_\_\_\_  
 Business Purpose Documentation Attached: \_\_\_\_\_

## Total Mileage:

Total Mileage for the Trip (Roundtrip): \_\_\_\_\_

## Employee Signature:

I, the undersigned, certify that the information provided in this Mileage Report is accurate and truthful. I understand that the mileage recorded is for business-related purposes and in compliance with company policies.

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

Date: \_\_\_\_\_

Manager/Supervisor Approval:

I confirm that the above mileage details have been reviewed and approved. The mileage reported is consistent with the stated business purpose.

Manager/Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_