## Mileage/Time and Reimbursement Log Form

| <b>Employee Name</b> |               |  |
|----------------------|---------------|--|
| Employee ID          | For Period    |  |
| Vehicle Description  | Total Mileage |  |
| Authorized By        |               |  |

| Date | Starting Location | Destination | Description/Notes | Odometer<br>Start | Odometer<br>End | Total<br>Mileage |
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