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: ________________