MILEAGE LOG

[Your company name]

Employee: [Your name here] From: 1/1/00 to 1/3/00

			Odometer Reading			Fill tank?		
Date	Origin	Destination	Start	End	Distance	Y/N	Gallons	Purpose of trip
1/1/2000	Office	Jobsite 1	45921	46080	159	Y	7.4	Sample entry
1/3/2000	Office	Jobsite 2	46113	46207	94	N		Another sample entry
				TOTAL	**253** mi.		**7** gal.	

I certify that the above information is true and correct to the best of my knowledge and that all mileage logged was for approved business-related purposes.

Signature: _____ Date: _____