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| **D A I L Y M I L E A G E L O G** | | | | | | | | |
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| **John Smith** | | | **Auditing Department** | | | | **MM/DD/YYYY to MM/DD/YYYY** | |
| NAME | | | ORGANIZATION | | | | PERIOD | |
|  | | | | | | | | |
| **Date** | **Time** | **Destination** | **Type** | **Odometer Reading** | | **Mileage** | | **Remarks** |
| **Start** | **End** |
| MM/DD/YYYY | HH:MM AM | Fairfax, NJ | Gas | 214785 | 214797 | 12 | | Personal Car |
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| **Total Mileage - Business Use** | | | | | |  | |  |
| **Total Mileage - Including Personal Use** | | | | | |  | |  |