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| **D A I L Y M I L E A G E L O G** |
|  |
| **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** |  |  |