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|  | **Mileage Log** |

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|  | EMPLOYEE ID | |  | EMPLOYEE NAME | | |  | | TITLE |  | |  | DEPARTMENT | | |  | |  | | |  | | RATE PER MILE |  |
|  | **123456** | |  | **John Smith** | | |  | | **Plant Operations Manager** | | |  | **Operations** | | | | | | | |  | | **$10.00** |  |
|  | NOTE | | | | | | | | | | | | | | | | | | | |  | | MILEAGE COST |  |
|  | *Attend regular monthly operations meeting at the Head Office in New York.* | | | | | | | | | | | | | | | | | | | |  | | **$120.00** |  |
|  |  | | TOTAL TRIP COST |  |
|  |  | | **$125.00** |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Date | Purpose | | | | | | Trip | | | | | | Odometer | | | Mileage | | | | | Trip Cost | |  |
|  | From | | | To | | | Start | End | |  |
|  | MM/DD/YYYY | Monthly Operations Meeting | | | | | | Fairfax, NJ | | | Head Office | | | 214785 | 214797 | | 12 | | | | | $125.00 | |  |
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|  | EMPLOYEE SIGNATURE | | | |  | SUPERVISOR | | | | | | |  | SUPERVISOR SIGNATURE | | | | | |  | | DATE | |  |
|  |  | | | |  | <Supervisor's Name> | | | | | | |  |  | | | | | |  | | mm/dd/yyyy | |  |
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