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|  |  | **Mileage Log** |  |
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|  | NAME |  | TITLE |  | DEPARTMENT |  | PERIOD COVERED |  |
|  | John Smith |  | Department Head |  | Administration |  | MM/DD/YYYY to MM/DD/YYYY |  |
|  |  |  |
|  | Date | Destination | Purpose | Odometer Reading | Miles Traveled | Running Total Miles |  |
| Beginning | Ending |  |
|  | MM/DD/YYYY | Head Office | Monthly Department Head Meeting | 214785 | 214797 | 12 | 12 |  |
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