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|  | **Mileage Log** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |   |
|  |  |  |  |   |
|  |   |   |   |   |