Mileage Log

DATE	STARTING POINT	ENDING POINT	ODOMETER READINGS		ELAPSED MILEAGE	PURPOSE OF TRIP
			STARTING	ENDING		
				TOTAL ELAPSED MILEAGE		

All entries must be legible and complete. Locations should be as specific as possible. Employees who drive for business purposes regularly should submit mileage claims monthly. Reimbursement claims should be submitted within 120 days of the earliest travel date logged. Mileage claims must be attached to a completed and approved Form 25 Request for Reimbursement.

Accounting Services reserves the right to refuse or adjust mileage claims thar are inconsistent with previously reported mileages from this or other travelers.

NOTES / EXPLANATIONS: