MILEAGE & TRAVEL EXPENSE LOG

Printable trip record • No default rate • Use one distance unit and currency

Reporting period: _____ Driver / claimant: _____ Vehicle / unit: _____

DATE	VEHICLE / MODE	START → DESTINATION	BUSINESS PURPOSE	ODO START	ODO END	TRIP DIST.	BUSINESS DISTANCE	PARK / TOLL / OTHER	RECEIPT / CLAIM REF
		From: _____	Purpose: _____					Amounts: _____	Ref: _____

Trip notes / non-business distance for mixed trips: _____

Retain supporting records. Tax treatment, commuting rules, rates, and reimbursement approvals vary by jurisdiction, employer, and purpose.
This blank form is a recordkeeping aid, not an official tax form or a guarantee of deduction or reimbursement.