

Builder Strategies					
Employee Monthly Vehicle Mileage Log					
EMPLOYEE:			DATE / MONTH:		
DEPARTMENT:			VEHICLE ID:		
MILEAGE					
DAY	START	END	TOTAL	BUSINESS	PERSONAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Monthly Totals:					
Total Business Use Reimbursement @ \$ 0.40 per mile:					
Employee Signature: _____			Date: _____		
Employee					
Approved By: _____			Date: _____		
Department Manager					