Mileage Log

Employee Name: _____ **Department:** _____

Period from: _____, 2____ **To:** _____, 2____

Date	Description (Site / Project / Personal)	Start KM/Mile Odometer	End KM/Mile Odometer	Claimable KM/Mile
TOTAL				

Notes & attachments (out-of-pocket business expenses must have receipts attached):

_____

_____

_____

_____

_____

_____

Pay Period Type: _____ Weekly (7 days) _____ Bi-weekly (14 days) _____ Semi-monthly (15/16 days) _____ Monthly (30/31 days)

_____	_____	_____	_____
Employee signature	Date paid	Total $ paid	Cheq #

Addventive Academy