

Month _____

ODOMETER READING

Day	Beginning	End	Total Miles/Day	Destination	Purpose
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					

Total Miles _____

Miles x 55 cents/mi = \$ _____

Employee Signature _____

Department Head Signature _____

