EXPENSE REPORT AND MILEAGE LOG

Employee Name:					
Period Covered:					
DATE	STARTING MILEAGE	ENDING MILEAGE	BUSINESS MILES (Ending mileage MINUS starting mileage)	CASH EXPENSES	DESTINATION / REASON FOR TRIP / DESCRIPTION OF CASH EXPENSES
TOTAL MILES / EXPENSES					
2013 RATE - CENTS PER MILE			\$0.565	PAID TO:	
TOTAL MILEAGE REIMBURSEMENT				PAID ON:	
OTHER EXPENSES				CHECK #	
TOTAL EXPENSES FOR REPORT					