

# Detailed Business Mileage and Expense Log

## Employee/Owner Information

Name

Business Name

Reporting Period

e.g., Jan 2024

Vehicle Description

## Business Mileage Log

Date	Start Location	Destination	Purpose	Odometer Start	Odometer End	Miles Driven	Notes

## Expense Log

Date	Category	Description	Vendor	Amount	Notes

## Summary

Total Business Miles

Total Expenses

Reviewed by

Date of Review