

# Mileage Reimbursement Form Sample

For business-use reimbursement claims and manager approval.

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| <b>Employee name</b><br>Taylor Rivera |
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| <b>Department / cost center</b><br>Sales |
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| Trip date  | Purpose        | Start     | Destination | Distance | Rate    | Amount  | Approval | Notes                        |
|------------|----------------|-----------|-------------|----------|---------|---------|----------|------------------------------|
| 2026-04-03 | Client meeting | Austin HQ | Cedar Park  | 34.0 mi  | \$0.725 | \$24.65 | Approved | Attach mileage log export    |
| 2026-04-08 | Site visit     | Austin HQ | Round Rock  | 18.0 mi  | \$0.725 | \$13.05 | Approved | Parking submitted separately |