# ANNUAL
# MILEAGE LOG

117 Driving Avenue, Oregon, 25447 OR
(555) 0123 4567 8910
yourcompanyname@gxmail.com

YOUR COMPANY NAME

RENAULT SCENIC IV
LD64 YMR
2020

Employee Name
Employee ID
Employee Department



| DATE OF TRAVEL | PURPOSE OF TRAVEL | POINT OF DEPARTURE | DESTINATION | ODOMETER READINGS | | TOTAL MILES |
|---|---|---|---|---|---|---|
| | | | | START | END | |
| 05/01/2022 | Business Trip | OREGON | INDIANA | 10000 | 10854 | 854 |
| 07/01/2022 | Distributer Visit | INDIANA | UTAH | 10854 | 11540 | 686 |
| 09/01/2022 | Travel Home | UTAH | OREGON | 11540 | 12070 | 530 |
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Each time you use your vehicle for business purposes, you must record information above!