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|  |  |  |  |  |  |  | NAME: John Doe | | | | | |  |
|  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  | COMPANY: MYCOMPANY NAME | | | | | |  |
|  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  | PERIOD: June - November 2022 | | | | | |  |
|  |  |  |  |  |  |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  | IRS MILEAGE RATE: | | | | | $0.56 |  |
|  |  |  |  |  |  |  |  | |  | |  |  |  |
|  | **TRAVEL DATE** | **START LOCATION** | **END LOCATION** | | **PURPOSE** | **MILEAGE START** | | **MILEAGE END** | | **TRIP MILEAGE** | | **EXPENSE** |  |
|  | 01/06/2022 | Portsmouth | London | | Site surveillance | 25,000 | | 25,245 | | 245 | | **$137.20** |  |
|  | 06/06/2022 | Grimsby | London | | Business Lunch | 25,408 | | 25,658 | | 250 | | **$140.00** |  |
|  |  |  |  | |  |  | |  | |  | |  |  |
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|  | Notes: | | |  | Total Miles: | |  | | Total Expense: | | | |  |
|  | **Vehicle was out of usage until 01/06/2022** | | |  | **495** | |  | | **$277.20** | | | |  |
|  |  |  |  |  |  |  |  | |  | | [© TemplateLab.com](https://templatelab.com/) | |  |