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|   |   |   |   |   |   |   | NAME: John Doe |   |
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|   |   |   |   |   |   |   | COMPANY: MYCOMPANY NAME |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | PERIOD: June - November 2022 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   | IRS MILEAGE RATE: | $0.56 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | **TRAVELDATE** | **STARTLOCATION** | **ENDLOCATION** | **PURPOSE** | **MILEAGESTART** | **MILEAGEEND** | **TRIPMILEAGE** | **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/)  |   |