**TRAVEL LOG TEMPLATE**

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|  |
| Employee ID : |   | Name : |   |
|  |
| Title : |   | Dept. : |   |
|  |
| Vehicle ID : |  | Period : |  | to |  |
|  |
| Rate : |  |  USD per Mile | Total Mileage : |  | Total Rate : | USD |  |
|  |
| Date | Starting Place | Destination | Purpose | Start Mile | End Mile | Mileage | Rate |
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|  |
| Notes : |   |
|  |
| **Signature of Employee :**  |  |  |  | **Date**:  |   |
|  |
| **Signature of Supervisor :**  |  |  |  | **Date**:  |   |