# Business Mileage Log

Log business journeys in a private vehicle: date, from, to, purpose and miles, for mileage claims.

## Driver

| | |
|---|---|
| **Employee name *** | |
| **Vehicle registration** | |
| **Month *** | _____ / _____ / _____ |

## Journeys

| Date * | From * | To * | Purpose of journey * | Business miles * |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Declaration

| | |
|---|---|
| **Total business miles** | |

*I confirm these journeys were for business purposes.*

| | |
|---|---|
| **Employee signature *** | |
| **Approved by** | |
| **Manager signature** | |

* Required