

# Employee Mileage Expense Report

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Vehicle Description: \_\_\_\_\_

Period From: \_\_\_\_\_  
Period To: \_\_\_\_\_  
Mileage Rate: \_\_\_\_\_

Date	Description	Starting Location	Destination	Total Miles	Amount
Total Reimbursement :					

Employee Signature: \_\_\_\_\_  
Authorized By: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_

# Mileage Expense Report Template

**Lingsheng Yao**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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