



NAME: _____ SIGNATURE _____
 BRANCH: _____ MONTH _____
 BEGINNING MILES (same as ENDING MILES from last month): _____

SUB TOTAL Page 1	
SUB TOTAL Page 2	
TOTAL BUSINESS MILES	
BEGIN MILES (above)	
ENDING MILES (Page 2)	
RECEIPTS	

- 1 Fill in your name, location & branch #. Month & Year being reported and vehicle #. The Beginning Mileage must be the same as lasts months ending mileage. Only Business Mileage is to be logged. Incomplete or incorrect logs will be returned to driver.
- 2 Audit your log before it is turned in. Make sure all the blanks are filled in and the math is correct.
- 3 Always make a copy for your records before it is sent to Corp Office.