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| **D A I L Y M I L E A G E L O G** |
|  |
| John Smith | **Auditing Department** | **mm/dd/yyyy to mm/dd/yyyy** |
| NAME | ORGANIZATION | PERIOD |
|  |
| Date | **Time** | **Destination** | **Type** | **Odometer Reading** | **Mileage** | **Remarks** |
| **Start** | **End** |
| mm/dd/yyyy | hh:mm AM | Fairfax, NJ | Gas | 214785 | 214797 | 12 | Personal Car |
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| Total Mileage - Business Use |  |  |
| Total Mileage - Including Personal Use |  |  |