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| Mileage Log |

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Travel Description | Odometer Reading | | Daily Mileage | |
| **Name of Person** | **Start** | **Finish** | **Miles** | **Notes** |
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