WEEKLY MILEAGE REPORT

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week Start Date: \_\_\_\_\_\_\_\_\_\_\_ Week End Date: \_\_\_\_\_\_\_\_\_\_\_

| **Date** | **Purpose of Travel** | **Start Location** | **End Location** | **Total Kilometres** | **Rate per Kilometre** | **Total Amount** |
| --- | --- | --- | --- | --- | --- | --- |
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**Additional Expenses (if any):**

| **Expense Type** | **Amount** | **Receipt Attached (Yes/No)** |
| --- | --- | --- |
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**Remarks** [Insert any additional remarks or notes here]

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Employee Signature Date