Mileage Summary

BUD MAHAS
CONSTRUCTION INC

Driver: _____ Quarter: 1 2 3 4

Vehicle: _____ Year_____.

Week Ending	Beginning Mileage	Business Miles	Commuting Miles	Personal Miles	Ending Mileage
Totals					

I certify the above mileage record is true and correct.

Employee Signature: Dated:

Commuting Miles – driving from home to the job site and back home
Personal Miles – per company policy, this should be zero unless you have received prior written authorization
Business Miles – everything else

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