

Mileage & Travel Log

Name: _____ Distance unit: _____ Currency: _____

Date	Client / project	From	To	Distance	Rate	Amount	Billable	Notes
2026-07-06	Acme Corp	Office	Client site	42.0	0.67	28.14	Yes	
2026-07-08	Internal	Office	Warehouse	12.5	0.67	8.38	No	
Total distance								

Amount = distance x rate. Set the distance unit (miles or km) and a rate to reimburse or bill travel.