



# Monthly Kilometrage Form

\*Indicates required fields

<b>PAYABLE TO (Full Name)*</b>

<b>EMPLOYEE #*</b>	<b>DATE*</b>

<b>DATE (MMM-DD-YYYY)*</b>	<b>TRIP DETAILS*</b>	<b>KMS*</b>
Subtotal		0.0

<b>DATE (MMM-DD-YYYY)*</b>	<b>TRIP DETAILS*</b>	<b>KMS*</b>
Subtotal		0.0

<b>TOTAL KMS</b>	-
<b>AMOUNT</b>	\$ -
<b>ACCOUNT #*</b>	

<b>RATE PER KM:</b>	\$ 0.68
(Space purposely left blank for accounting purposes)	

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_