< Insert Program Name Here >

21st Century Community Learning Center

**MILEAGE LOG**

**Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Vehicle Number** | **Purpose** | **Beginning Odometer** | **Ending Odometer** | **Total Miles Driven** | **Number of Passengers** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Below Internal Use Only***

|  |  |  |  |
| --- | --- | --- | --- |
| **Salary Computation** | |  |  |
| **Rate per Mile** | **Chart of Account Code (ERaCA/BAAS):** | **Total Miles** | **Gross Amount ($)** |
|  |  |  |  |

**Processed by Bookkeeper:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_