



## Fiscal Agent Mileage Log

**Instructions:** 1. Employee completes one entry for each trip, supplying all requested information.  
 2. Employee and Employer/Client sign at the bottom.  
 NOTE: Employee can work after Employee receives official notification to begin working.

Service Month: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Employee Name (printed): \_\_\_\_\_

Employer/Client Name (printed): \_\_\_\_\_

Date	From (address, city, state, & ZIP)	To (address, city, state, & ZIP)	Purpose/ Description	Medical? (Y/N)	Total Miles
<b>TOTAL MILES</b>					

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer/Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_