

**HANDOUTS:** Mileage Log (2 pages)  
Skill Builder: Entry Forms, Tables & Lists

**IN THE WORKPLACE:** Accurately calculating information in complex forms such as mileage logs and invoices is a common task across trades. Basic math errors can result in you being under or overpaid, or a client's bill not being accurate.

Use the **Mileage Form** to complete the following tasks.

1. Use the following information to complete as much of the form as you can:
  - a. Rate per km - .56
  - b. Employee ID # - 0015822
  - c. Driving period was 1 week (7 days)
  - d. Log was authorized 2 days after the last entry was made
  - e. Distance from office to warehouse = 12 km
  - f. Distance from warehouse to Site A = 22 km
  - g. Distance from office to Site B = 17 km
  
2. Calculate the total mileage and total reimbursement. Need help? Use your phone or a calculator.

## Mileage Log

Employee name	<b>Alex Wu</b>		Rate per km		Do not write here:	
ID			For period	<b>13/09/19 ---</b>		
Authorized by	<b>LG</b>		Total mileage			
Authorized on			Total reimbursement	\$		
Date	Starting Location	Destination	Odometer start	Odometer end	Mileage	Reimbursement
13/09/19	<b>Office</b>	<b>Site B</b>	<b>23111</b>			
15/09/19	<b>Warehouse</b>	<b>Site A (return trip)</b>		<b>23200</b>		
17/09/19	<b>Office</b>	<b>Warehouse</b>	<b>23209</b>			
18/09/19	<b>Site A</b>		<b>23241</b>	<b>23263</b>		
19/09/19	<b>Site B</b>	<b>Office</b>	<b>23277</b>			

Bow Valley College. (2020). Mileage Log. [Entry Form]. Calgary, Canada: Author