

Mileage Expense Report – Appendix 344I

Name: _____ Period covered: _____
From D/M/Y To D/M/Y

Date	Description of Business	Kilometers	Amount/km	Subtotal
TOTAL			0.50	
TOTAL			0.45	

The reimbursement rate is \$0.50 per km. for the first 5,000 km, and \$0.45 for every km thereafter in each calendar year.

For accounting purposes

Total to date	_____ kms @\$0.50	_____	_____
	_____ kms @\$0.45	_____	_____
Total December 31, _____	_____ kms @\$0.50	_____	_____
	_____ kms @\$0.45	_____	_____

