



YES FOR EARLY SUCCESS COOPERATIVE YES MILEAGE LOG

MILEAGE LOG

This mileage log is to be used by staff to document all work-related travel in alignment with the Mileage Reimbursement Plan. Please complete the form in full, ensuring accuracy, and submit it by the 5th of the following month (e.g., September 1–30 log is due by October 5th).

REQUEST DETAILS

Please complete the form fully for accurate processing.

Staff Name:	Position:
Month:	Clockify Account:

Date	Starting Location	Destination(s)	Purpose of Travel	Miles Traveled	PEX Card Receipt (Yes/No)
MM/DD/YY	[e.g., Office, Home]	[e.g., Subcontractor Site, Family Home Visit]	[e.g., Site Visit, Parent Engagement]	XX miles	[Yes/No]

Total Miles Traveled for the Month: _____ miles

SUBMISSION CHECKLIST:

1. Ensure all PEX card receipts for expenses (e.g., tolls, parking) are uploaded.
2. Confirm that all travel data has been recorded in your Clockify account.
3. Submit this form by the 5th of the following month to the finance team.

Staff Signature: _____ Date: _____