Business mileage log

PDF: calculate and review totals manually. Use Excel for calculations. Use one currency per workbook. Enter the approved distance and rate; no reimbursement rate is supplied. See Read me before use.

Project / claimant		**Currency code**	
Period		**Reviewed by / date**	

Date	Route / purpose	Distance	Unit	Approved rate / unit	Calculated amount	Approval / ref	Notes

Rates are deliberately blank. Your reviewer must confirm the applicable policy, tax treatment, and supporting records. Do not total different currencies together.

Production expense log

Fill the PDF fields, save a copy, and review your entries. Reference receipts by ID and record submitted and approved amounts separately. Store the receipts through the approved channel.

Project / claimant		**Currency code**	
Period		**Reviewed by / date**	

Date	Vendor / purpose	Category	Receipt / ref	Submitted amount	Approved amount	Approver / date	Notes

Rates are deliberately blank. Your reviewer must confirm the applicable policy, tax treatment, and supporting records. Do not total different currencies together.

Mileage and expense log

Keep business travel, receipts, approval references, and reimbursement arithmetic together without assuming a mileage rate.

For crew, production managers, and expense reviewers

WHEN TO USE

Preparing an expense submission or checking approved travel against receipts.

HOW TO USE

01 Use one workbook per claimant, project, and currency. Enter the currency code in each sheet before recording amounts.

02 Enter the approved distance and rate per unit for each trip; choose miles or kilometers consistently for that row.

03 Record other expenses separately, reference receipts by ID, and have the reviewer confirm eligibility and approved amounts.

Fill the PDF fields, save, and reopen to check your entries. Calculate every total manually and have a reviewer verify it. Use the protected Excel file for calculations. Use another copy or a referenced attachment for more rows.

Rates are deliberately blank. Your reviewer must confirm the applicable policy, tax treatment, and supporting records. Do not total different currencies together.

Complete, save, print, and share this form for your own production work. Keep UPP branding and wording intact. Do not rebrand, resell, or republish the blank template. See unifiedprodplatform.com/content-use for permissions.

Explore production operations

Original template by Unified Production Platform. Version 1.1 | 2026-11-08