

Mileage Reimbursement Explanation

Date: [Insert Date]

To: Finance Team

From: [Your Name]

Subject: Mileage Reimbursement Request

Dear Finance Team,

I am writing to explain the mileage reimbursement request I have submitted for your review. This reimbursement is for travel conducted on [Insert Dates] for [Insert Purpose of Travel].

The total miles driven for this trip were [Insert Total Miles], calculated based on the distance from [Insert Starting Location] to [Insert Destination]. The reimbursement rate is [Insert Reimbursement Rate], which is in accordance with our company's mileage reimbursement policy.

Attached to this letter are the following documents:

- Copy of the mileage log
- Maps indicating the route taken
- Any relevant receipts

If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]