

Mileage audit checklist (25 points)

Mark compliant/non-compliant. Note exceptions and remediation plan.

Area 1 — Log integrity (7 points)

- 1. Daily log exists for every reimbursed month
- 2. No gaps of 5+ business days without entry
- 3. Start and end odometer consistent (delta = sum of trips)
- 4. Every trip has origin, destination, miles
- 5. No duplicate trips on same day
- 6. No commute (home-to-work-to-home)
- 7. Origin and destination with full address

Area 2 — Policy compliance (6 points)

- 8. Per-mile rate = current policy rate
- 9. Monthly total within cap (or justification attached)
- 10. Business purpose per approved taxonomy
- 11. Vehicle registered in the system
- 12. Eligible employee (external W-2, active 1099, etc.)
- 13. Submission within deadline (by the 5th)

Area 3 — Substantiation (6 points)

- 14. Daily log attached to reimbursement
- 15. Tolls and parking with receipts
- 16. Receipts legible and dated
- 17. Sequential numbering without gaps
- 18. Receipt total matches claim
- 19. Receipts archived in accessible location for 7 years

Area 4 — Approval flow (6 points)

- 20. Reimbursement approved by correct direct manager
- 21. For amounts above threshold, additional approval present
- 22. Approval dated and identifiable
- 23. No self-approval (segregation of duties)
- 24. Payment processed in correct cycle
- 25. Accounting entry to correct cost center

Result and plan

Compliant: ____ / 25

Compliance rate: ____ %

Critical non-compliances: ____

Remediation plan: _____

Deadline: __ / __ / ____

Owner: _____

