

The background features several large, light blue checkmarks and curved lines, creating a sense of progress and completion.

Your Ultimate Mileage Log Checklist

How to Capture Mileage Accurately,
Easily, and Affordably

When evaluating your options, look for a mileage tool that...

01



Limits self-reporting

Self-reporting means zero accuracy control. Does your mileage log prevent excessive mileage reports and generous estimates?

02



Protects employee privacy

No one likes being monitored. Can you assure employees that big brother is NOT watching?

03



Measures accurately

Capturing mileage or fuel consumption can get complicated. Can your mileage log guarantee accurate calculations and distinguish between business and personal use?

04



Delivers ease of use

People avoid technologies with confusing or complicated user experiences. Will even someone who's afraid of technology use yours?

05



Provides flexibility

Different employees have different driving expense needs. Does your mileage log work for multiple reimbursement types or fuel policies?

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06



Increases visibility of productivity

Some drivers make better use of time than others. Can you tell how much time your employees are spending on revenue-generating activities?

07



Leverages existing hardware and software

The best logs utilize existing CRMs or mobile phones. Does your mileage log add an additional device?

08



Integrates with other business tools

No one likes calling technical support. Does your mileage log play nice with Workday, Concur, and other expense systems?

09



Offers a variety of helpful features

Route optimization, micro settings, and travel blocking all enhance the business traveler's experience. Can your technology perform at this level?

10



Generates instant ROI

Ideally, you'll add immediate value through increased accuracy and employee productivity. How soon will it pay for itself?