

MILEAGE LOG

One row per trip. Record odometer readings or miles; multiply total miles by your rate.

Name _____ Vehicle _____

Period _____ Rate per mile _____

Date	From	To	Business purpose	Odometer start	Odometer end	Miles

Total miles

REIMBURSEMENT

IRS standard business rate for 2026: 72.5¢/mile Jan–Jun, 76¢/mile Jul–Dec. The IRS updates the rate each year; your employer may reimburse at a different one.

Driver signature / date

Approved by / date