

MILEAGE LOG SHEET

Traveller's Name:

Mileage Rate: *per mile

2026 72.5 cents per mile, increase effective 1/1/2026
 2025 70 cents per mile, increase effective 1/1/2025

Instructions/Policies:
Mileage Log Sheet should accompany the Travel Reimbursement Form when mileage reimbursement is requested.
Private vehicle is required to have liability insurance coverage.
<i>For long distance trips, a private vehicle should only be used if it is more economical than airfare.</i>
<i>Please attach a supporting document showing distance in miles (ie Google Maps). Mileage reimbursement between residence and primary workplace (commute) is excluded.</i>

Date	Departure City/State	Destination City/State	Business Purpose	# of Miles	Reimbursement Amount
Total:					