

MILEAGE LOG SHEET

Traveller's Name:

Mileage Rate: \$0.76 *per mile

2026 (2)	76 cents per mile, increase effective 7/1/2026
2026 (1)	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.

For long distance trips, a private vehicle should only be used if it is more economical than airfare.

Please attach a supporting document showing distance in miles (ie Google Maps). Mileage reimbursement between residence and primary workplace (commute) is excluded.

[illegible]