MILEAGE LOG AND REIMBURSEMENT

One row per business trip: date, destination, business purpose and odometer readings, as IRS Publication 463 lists for car expenses.

Driver		
Vehicle		
Rate per mile	$0.760	IRS business rate from July 1, 2026: $0.76 (Jan 1 to Jun 30, 2026: $0.725).

Date	Start location	Destination	Business purpose	Odometer start	Odometer end	Miles	Amount
TOTAL						**0.0**	**$0.00**

Keep the log as you drive: a record made at or near the time of the trip carries more weight with the IRS than one rebuilt later. Commuting from home to a regular workplace is not business mileage.
Driver signature: _____ Approved: _____