Revised December 2024

2025 Mileage Log Form

A completed mileage log form is the <u>required backup</u> for all mileage reimbursement requests

RESET FORM

<u>Use of this form:</u> Employees/Students that use their personal vehicle for business travel should complete this form.

Travelers Name

Only mileage in excess of your normal commute is allowable for reimbursement.

Home address

Primary work address

Number of miles home to work (round trip)

2025 Mileage Rate (70 cents/mile)	**$ .70**
Total Mileage	0
Total Reimbursement	

<u>Allowable Mileage</u> is the number of miles driven minus the normal commute miles. Manually calculate and enter the number of miles allowable for reimbursement in the Allowable Mileage field.

Date	Starting Location	Destination	Business Purpose	Allowable Mileage	Reimbursement
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00

0

Instructions on completing the Mileage Log form

Traveler Name=Name of Employee/Student seeking reimbursement
Home address= Employee/Students mailing address
Primary work address=the address of Employee/Student's office (primary work location)
Number of miles home to work (round trip) = number of miles from home address to primary work address times 2 (use an online map ex: Google Maps) **Date**=date of travel (MM / DD / YY)
Starting Location = Address the Employee/Student started business travel from
Destination= Address the Employee/Student ended business travel
Business Purpose=reason for business travel (ex: patient visit, budget meeting, picking up visiting professor)
Allowable mileage = miles driven in excess of normal commute (calculate actual miles driven and deduct commute miles)