MILEAGE LOG

Period _____ to _____

Driver	Employee ID	Vehicle (year, make, model)	License plate
Regular workplace	Paid under	Odometer, Jan 1, 2026	Approved by

Business trips

Date	From and to (destination)	Business purpose	Odometer start	Odometer end	Miles	Rate, ¢ per mile	Mileage amount	Parking and tolls
				Total				

Claim and business use

Business miles this period	
Mileage at the IRS rate	
Parking and tolls	
Total to reimburse or deduct	
Odometer at start of period	
Odometer at end of period	
All miles driven in the period	
Business use	

Driver's statement

I certify these trips were driven for the business on the dates shown, the miles are from the odometer, and commuting between home and the Columbus office is not included.

Driver	Approved by	Accounts payable