Mileage reimbursement form

Business trips in your own vehicle. Leave out the commute between home and your regular workplace.

milealot.com/templates/mileage-reimbursement-form/
Updated November 12, 2026

Employee name _____ Department or employee ID _____ Manager _____

Period: from _____ to _____ Vehicle (year, make, model) _____

Date	From	To	Business purpose	Miles	Parking and tolls ($)

Totals

Trips dated	Miles	Rate ($)	Amount ($)
A. Through June 30, 2026			
B. From July 1, 2026			
C. Parking and tolls (receipts attached)			
D. Total due (A + B + C)			

2026 IRS business rate

- Jan. 1 – June 30, 2026: **72.5¢** a mile
- July 1 – Dec. 31, 2026: **76¢** a mile

Use the rate in your employer's policy. With the IRS rate, put trips before July 1, 2026 on line A (rate 0.725) and trips from July 1 on line B (rate 0.76). With one company rate, use line B only, or both lines with the same rate.

Source: IRS Notice 2026-10 and Announcement 2026-11. Other years: milealot.com/irs-mileage-rate/

Employee statement. I drove these miles in my own vehicle for company business on the dates shown. They do not include commuting or personal trips, and I have not been reimbursed for them in any other way.

Employee signature _____ Date _____ Approved by (name and signature) _____ Date _____

Trip details follow IRS Publication 463 (date, destination, business purpose, and miles of each trip). Submit within your employer's deadline; the IRS treats a report within 60 days of the expense as timely under an accountable plan. Free from Milealot. This form is not an IRS form and not tax or legal advice.