Mileage log and claim form

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Log business trips only, not your normal commute. US 2026 IRS business rate: 72.5¢/mile (1 Jan–30 Jun), 76¢/mile (1 Jul–31 Dec). UK HMRC approved rates from 6 April 2026: 55p/mile for the first 10,000 business miles, 25p after; motorcycles 24p, bikes 20p.

Employee name		**Vehicle**	
Period		**Rate per mile**	

Date	From	To	Business purpose	Miles	Amount ($)
			Total business miles and amount		

Employee signature and date

Approver signature and date

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Filled-in example (sample data)

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Employee name	Jordan Lee	**Vehicle**	Own car
Period	November 2026	**Rate per mile**	$0.76 (IRS, Jul–Dec 2026)

Date	From	To	Business purpose	Miles	Amount ($)
03 Nov	Office	Acme Ltd, Riverside	Client onboarding	60	45.60
03 Nov	Acme Ltd, Riverside	Office	Return	60	45.60
09 Nov	Office	Supplier warehouse	Collect samples	22	16.72
17 Nov	Office	Northgate client	Quarterly review	35	26.60
17 Nov	Northgate client	Office	Return	35	26.60
			Total business miles and amount	**212**	**161.12**

Employee signature and date

Approver signature and date