

2025 IRS MILEAGE TRACKING FORM



Name: _____ Department: _____

Travel Date	Start Location	End Location	Business Purpose	Miles Traveled	Miles Deducted	Tolls	Expense
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Notes:	Total Mileage:	Total Expense: \$
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By submission of this form, I hereby certify that travel was for University business, trip details are accurate, and deduction of normal work commute is included when required.