

Mileage Worksheet

One month of business miles, tracked per agency. Print one per month.
 MONTH / YEAR _____ NAME _____

EMPLOYEE STATUS (W-2 / 1099) _____

AGENCY A REIMBURSES (\$/MI) _____

AGENCY B REIMBURSES (\$/MI) _____

AGENCY C REIMBURSES (\$/MI) _____

DATE	AGENCY	START ODO	END ODO	MILES	PATIENT / PURPOSE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					

TOTALS

TOTAL MILES _____

REIMBURSEMENT CLAIMED _____

TAX-DEDUCTIBLE (1099) _____

HOW TO USE

- Log every business mile. Start-of-day and end-of-day odometer readings keep it honest.
- 2025 IRS standard mileage rate is \$0.70/mile. If you're 1099, the gap between your agency's reimbursement rate and the IRS rate may be tax-deductible.
- W-2 employees can't federally deduct unreimbursed business mileage through tax year 2025. Talk to a tax pro for your situation.