

# Mileage Log and Reimbursement Form

*Mileage reimbursement is employer-set compensation for work-related use of an employee's personal vehicle.*

Employee Name \_\_\_\_\_

Sharon Community School has set reimbursement as the IRS mileage rate for the given year below.

**DOCUMENTATION MUST BE INCLUDED WITH THIS FORM (e.g., copy from MapQuest)**

**2024 - \$0.670**

*Mileage starts from Sharon Community School*

Date	Destination	Description/Notes	Mileage	Reimbursement
			Total Mileage	
			IRS Rate/Mile	\$0.670
			Total Reimbursement	

*Mileage reimbursement must be turned in monthly*

Date	Destination	Description/Notes	Mileage	Reimbursement
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