

# 2024 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: \$ \_\_\_\_\_

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.