SEED
System for Early Education Development

Mileage Log

Name: _____ Has this travel been pre-approved? ☐ / ☐

Date of Travel	Destination	Beginning Mileage	Ending Mileage	Total Miles	Reason for Travel
			Total Miles		
Total = total miles x Federal Mileage Rate*			Total Expense for Travel		

Signature:_____ Date:_____

*See the current Federal Mileage Rate for business at https://www.irs.gov/tax-professionals/standard-mileage-rates