

MILEAGE RECORD for: Vehicle: _____ Year: _____

HOW TO USE:

1. Print a few copies of the following page for each vehicle.
2. Print a copy of this page for each vehicle.
3. Staple this cover page to the copies.
4. Keep the booklet you make for each vehicle in the vehicle.
5. Here, write the odometer reading at **END** of year: _____
6. Here, write the odometer reading at **BEGINNING** of year: _____
7. Calculate the **TOTAL MILEAGE** for the year (5. minus 6.): _____

HINT: If you use your vehicle *PREDOMINANTLY* for business, then the acts of fueling, cleaning, repairing, and maintaining your vehicle generate business *mileage*, even if you **DO** use the standard mileage rate and not actual expenses.

HINT: Tie the receipts in your business journal to this mileage log. A column is provided for you to check (✓) off if you have a receipt (the **Document?** column). Every receipt proves you had to be on the premises to collect it.

HINT: Tolls and parking that you pay for during a business trip are tax deductible, even if you use the standard mileage rate.

END OF YEAR SUMMARY:

| | Business | Charitable | Medical | Commute | Personal |
|-----------|----------|------------|---------|---------|----------|
| January | | | | | |
| February | | | | | |
| March | | | | | |
| April | | | | | |
| May | | | | | |
| June | | | | | |
| July | | | | | |
| August | | | | | |
| September | | | | | |
| October | | | | | |
| November | | | | | |
| December | | | | | |

TOTALS:

| | | | | |
|-------|-------|-------|-------|-------|
| ===== | ===== | ===== | ===== | ===== |
|-------|-------|-------|-------|-------|

