



Mileage Log Instructions

Start by making several copies of the mileage log. You're going to need at least 12 since you want to keep the mileage for each month separate from every other month.

Now let's look at the columns on the log.

Date

You can see there is a line for writing the month near the top of the page, so you can just write in the day of the month here.

Start Mileage

As soon as you get in the car, write down the mileage from the odometer.

End Mileage

Write down the mileage from the odometer when the business purpose of the trip is complete. Here are two examples:

1. You get in the car, go to the bank, visit a client, hit the post office, buy some office supplies and go back to the office. All the mileage counts as a business expense.
2. You get in the car, go to the bank, visit a client then pick up your child from school and drop her off at home. From there, you buy the office supplies and go back to the office. This needs two entries on the mileage log. One entry covers the mileage from the office to the client, and the other covers mileage from the house to the office.

Sorry, but you can't count personal driving just because it's in the middle of a business day.

Distance

Put the total mileage from the beginning to end of the business trip. Remember, example 2 gets two entries in the mileage log.

Purpose/Details of Trip

What is the business purpose of the trip?

Only write down business related travel. The IRS would rather see a gap in the mileage and have your explanation that it's personal mileage, than have notes about your personal mileage on the log.

Important Note:

On January 1, make sure you *get a beginning of the year mileage from your odometer*. At the end of the year – December 31st – get an end of year mileage from your odometer.

A photograph or invoice from the company that does your oil change can substantiate your beginning mileage claim. This may be especially helpful if you're just starting your log now.