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Mileage Summary		
Mileage at beginning of the year		
Mileage at the end of the year		
Total Miles Driven for the Year (A)		
Total Business Miles Driven for the Year (B)		_
Percentage of business miles compai to total miles driven (A/B)	red 	%
Affidavit for Business Use of Motor \	/ehicle	
certify that I am familiar with the ru record keeping and the deductibility for the business use of a motor vehic maintained adequate records to sub business use of my motor vehicle.	of expenses cle, and have	
Year		
Make		
Model		
These records substantiate that my rused% for business purposofor investment purposes.		
Taxpayer's Signature		
SSN		
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## Vehicle Mileage Log Booklet



## **Record Keeping Requirements**

The Internal Revenue Service The Internal Revenue Service may require you to substantiate the business use of your motor vehicle. This brochure is designed to help you meet this obligation. Accurate record keeping is vital to providing proof of business use of motor vehicle for tax purposes. The Internal Revenue Service requires the following information:

- ✓ When business use occurs
- √ Where business use occurs
- √ What is the business purpose
- √ How many business miles driven
- √ Who is the user

A mileage deduction may also be taken for medical, charity or investment purposes, These rates are different from business use. Consult your tax advisor for applicable rates. Do Not use these mileage deductions when figuring your percentage of business use.

Use this log to keep accurate daily records of you business use of your motor vehicle.

## How to use this mileage log

The purpose of this log is to help you determine your business use percentage for tax purposes. On the top of the back cover, log in your beginning odometer reading for the year. At the end of the year, log in your ending odometer reading. This will give you the total miles driven for the year. On the back there is a summary page for adding up your business use mileage. Your business use mileage divided by your total mileage is your business use percentage.

At the beginning of each business trip enter the date, your beginning odometer reading, destination and reason for the trip. At the end of the business trip, enter your ending odometer reading. The difference between these two odometer readings is your business mileage.

Enter each page's total mileage on the back summary page. This will allow for easy totaling of your business use percentage.

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