Vehicle Business Mileage & Expense Log

HOW TO USE THIS LOG:

1. This log serves as proof of IRS deductibility for your automobile expenses used for business purposes. Keep one log per auto per tax year to record mileage and actual expenses.

2. Immediately record the auto information AND the odometer reading of your car at the beginning of your tax year.

3. Keep track of miles driven AND actual expenses to maintain your car during the year. The IRS allows you to use one of two methods to deduct elegible auto expenses; either the "standard mileage rate" OR the business portion of "actual expenses"*. Therefore, it is important to keep accurate records of both to maximize your elegible deduction.

Some limits on choosing the expense method apply.

A. Record Business Miles. Travel between business locations is deductible. Commuting miles (travel between home and your regular place of business) and personal miles are not deductible.

✓ If you have one regular place of business and travel to "temporary" business locations that mileage is deemed business mileage.

✓ Travel from your business to other business meetings and other non-residence locations are deemed business mileage.

✓ If you are a consultant and have a home office; mileage to clients' business locations are business miles.

B. Auto Expenses. Record actual auto expenses. Elegible auto expenses include:

Licenses	Fuel/Gas	Oil	Tolls	Parking Fees	Insurance
Repairs	Registration Fees	Tires	Garage Rent	Depreciation	Lease Payments

Receipts: Retain receipts, canceled checks, and bills to support expenses. Failure to keep proper records can result in loss of deductions.

Compliments of: **Munoz Accounting Inc.**

2100 W 76th Street, Suite 309, Hialeah FL 33016

Vehicle Business Mileage & Expense Log

Name_____

Street Address_____

City_____State_____Zip_____

Work Phone_____Home Phone_____

Year Ending
Odometer Reading_____

Year Beginning
Odometer Reading_____

Total Year Miles_____

Total Year Business Miles _____

% Business Miles_____

Vehicle Business Mileage & Expense Log   For Vehicle _____ Year _____   Odometer at Jan 1st _____

Date	Destination (City, Town or Area)	Business Purpose	Odometer Readings			Expenses	
			Start	Stop	Miles this trip	Type (Gas, oil, tolls, etc.)	Amount
TOTAL YEAR TO DATE							