

AUTOMOBILE BUSINESS MILEAGE RECORD

Vehicle Used _____
(Use separate report for each vehicle)

PERIOD	
From:	#
Thru:	

Assign each report a sequence number
E = Ending
B = Beginning

Odometer Reading		Total Miles Driven
Ending - This Report		
Beginning of Year		

C

Date	Code	Odometer Reading	Miles	Date	Code	Odometer Reading	Miles
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		
	E				E		
	B				B		

<p>Codes:</p> <p>(1) General Business (2) Sales/Prospects (3) Pickup/Delivery (4) Client/Service (5) Meeting/Seminar (6) _____ (7) _____</p>	<p>Note:</p> <p>If all miles driven during business hours are business related, only one entry per day may be necessary.</p> <p>Enter Odometer reading when you arrive at work (B) and again (E) when you leave at the end of the day.</p> <p>Subtract (B) from (E) for business miles driven.</p>	<p>1. Total Business Miles (both sides)</p> <p>2. Previous Business Miles (line 3 last report)</p> <p>3. Business Miles Year-To-Date (add line 1 & 2)</p> <p>Business Use Percent (line 3 divided by C above) %</p>
---	---	---