



ANNUAL AUTO MILEAGE & EXPENSE LOG

Documentary Proof for Tax Deductions

Auto _____

Year _____

Jennifer Jaros-Domen CPA MBA
Jaros Domen and Associates, LLC
CPA Firm
Allentown, NJ

Email: jennifer@jarosdomencpa.com
Website: jarosdomencpa.com
Phone: 609-571-5736
Fax: 609-228-6196

This booklet is specifically designed to fulfill tax requirements for justifying business use of your auto and provide proof of your deductions. Failure to keep timely and accurate records can result in a loss of tax deductions.

This booklet was designed to meet IRS requirements to fully document auto expenses and defend them in case of an audit.

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 eligible 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 eligible deduction.

* Some limits on choosing the expense method apply.

- A. Record Business Miles (pp 4-15).** 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.

Document each Business trip and applicable mileage in the following pages. Each page represents one month. Do this by entering your business related travel: ✓ Date ✓ Business purpose code ✓ Description of the destination/business purpose and ✓ Odometer readings. Total the business miles for the month. Recap any personal and commuting miles for the month.

EXAMPLE

| JANUARY | | Business Purpose / Destination | Business Miles | | |
|----------------------------|---------------------|--------------------------------|---------------------------------------|---------|-------|
| Date | Code | | End — | Begin = | TOTAL |
| 1/1 | 3 | ACME Inc.-Mpls. | 32,555 | 32,500 | 55 |
| 1/5 | 5 | Sales Mtg at J&A | 32,655 | 32,620 | 35 |
| CODES | | (3) Pickup/Delivery | TOTAL BUSINESS MILES 90 | | |
| (1) General Business | (4) Client/Service | | | | |
| (2) Sales/Prospects | (5) Meeting/Seminar | | | | |
| | | | | | |
| 65 MONTHLY COMMUTING MILES | | 60 MONTHLY PERSONAL MILES | | | |

B. Auto Expenses.

Record actual auto expenses on pages 16-17.

Eligible expenses include:

| | | | | | |
|----------|----------|-------------------|-------------|----------------|--------------|
| Licenses | Fuel/Gas | Oil | Tolls | Insurance | Parking fees |
| Repairs | Tires | Registration fees | Garage rent | Lease payments | Depreciation |

EXAMPLE

MAINTENANCE AND REPAIR EXPENDITURES

| Date | Code | To Whom Paid/Description | Amount |
|------|------|-------------------------------------|--------|
| 1/5 | R | Timing Belt was replaced by A1 Auto | 500.00 |

ANNUAL / PERIODIC AUTO EXPENSES

| Date | Code | Description | Amount |
|------|------|-------------------|--------|
| 2/1 | P | Paid to Car World | 220.00 |

PARKING / TOLL EXPENSES

| Date | Code | Description | Amount |
|------|------|-------------|--------|
| 1/1 | P | Delivery | \$3.00 |

Receipts: Retain receipts, canceled checks, and bills to support expenses. Documentary evidence is not required if the expense is less than \$75 and the information is recorded accurately in this log.

Always check current tax laws with your tax advisor

REGISTRATION

OWNER

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone: Home _____ Bus. _____

VEHICLE

Make & Model _____ Year _____
 Serial# / VIN _____
 License Plate: _____ State _____
 Date Purchased _____ Amount Paid _____
 Date First Used In Business _____

INSURANCE INFORMATION

Company _____
 Agent _____
 Policy# _____ Phone _____

AUTO CLUB

Membership # _____ Phone _____

IMPORTANT! MILES RECAP

In order to accurately calculate your total miles traveled for the year you must record your odometer reading for the beginning of the tax year and then at the end of the tax year.

ODOMETER READING BEGINNING OF YEAR

Date _____

(1) Odometer

ODOMETER READING END OF YEAR

Date _____

(2) Odometer

TOTAL MILES FOR THE YEAR

(2) - (1) = _____ Total Miles Driven.

This publication is designed to provide information with regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting or other professional services. If legal advice or other expert assistance is required the services of a competent professional should be sought.

AUTO EXPENSE & MILEAGE RECAP

NOTES

YEARLY MILEAGE SUMMARY

| Month | Business Miles | Commuter Miles | Personal Miles | Total Miles |
|--------------|----------------|----------------|----------------|-------------|
| January | | | | |
| February | | | | |
| March | | | | |
| April | | | | |
| May | | | | |
| June | | | | |
| July | | | | |
| August | | | | |
| September | | | | |
| October | | | | |
| November | | | | |
| December | | | | |
| TOTAL | (2) | | | (1) |

PERCENT OF BUSINESS CALCULATION:

(1) Total Miles Driven _____

(2) Total Business Miles Driven _____

Calculate what percent the automobile was used for business

(2) _____ ÷ (1) _____ = _____ %

STANDARD MILEAGE CALCULATION:

Date Ranges _____ *

(2) Business Miles Traveled _____

Multiply By (Standard Rate) _____ X

SUBTOTAL _____ =

Add: Parking Fees & Toll Expenses _____ +

Equals: **TOTAL ALLOWABLE** _____ =

*Split miles if the standard mileage rate changes during the year.

ACTUAL AUTO EXPENSE SUMMARY

Total Maintenance and Repair Expenditures _____ pg.16

Add: Total Annual & Periodic Auto Expenses _____ pg.17

SUBTOTAL _____ =

Multiply by Percent Auto was used for business _____ X

TOTAL ALLOWABLE _____ =

Add: Total Parking Fees and Toll Charges _____ pg.17

TOTAL ACTUAL EXPENSE _____ =

AFFIDAVIT

I hereby certify that I have maintained adequate records as required by IRS rules and regulations regarding my business use of this auto for the tax year ending _____.

Signature _____

Date _____