

ANNUAL AUTO MILEAGE & EXPENSE LOG

Documentary Proof for Tax Deductions

Auto				
Year				

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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:

- 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.
- 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 /		/	Business Miles				
Date	Code	Destination		End —	Begin =	TOTAL	
1/1	3	ACME IncM	lpls.	32,555	32,500	55	
1/5	5	Sales Mtg at	984	32,655	32,620	35	
CODES (1) Genera (2) Sales/		(3) Pickup/Delivery ss (4) Client/Service ss (5) Meeting/Seminar	тоти	AL BUSINES	S MILES	90	
65	M	ONTHLY COMMUTING M	IILES	60 M	ONTHLY PERS	ONAL 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 PurchasedA	mount Paid	
Date First Used In Business		
INSURANCE INFOR	RMATION	
Company		
Agent		
Policy#	Phone	
AUTO CLUB		
Membership #	Phone	
IMPORTANT!	MILES	RECAP
In order to accurately calculate you record your odometer reading for the end of the tax year.		, ,
ODOMETER READI	NG BEGINNIN	IG OF YEAF
Date		
(1) Odometer		
ODOMETER READI	NG END OF Y	/EAR
Date		
(2) Odometer		
TOTAL MILES FOR	THE YEAR	

TOTAL WILLES FOR THE TEAR

 $(2) - (1) = \underline{\hspace{1cm}}$ 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.

BUSINESS MILEAGE RECAP

JANU	IARY	Business Purpose	Business Miles				
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MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP

FEBRUARY	Business Purpose /	Е	Business Miles			
Date Code	Destination	End —	Begin =	TOTAL		
·						
CODES	(3) Pickup/Delivery	EEDD	DVIC MU EC			
(1) General Busine	ss (4) Client/Service	JANUARY'S TO	RY'S MILES			
(2) Sales/Prospect	s (5) Meeting/Seminar					
	IUIA	L YTD BUSINES	DO MILES			
M	ONTHLY COMMUTING MIL	ES	MONTHLY PERS	ONAL MILES		

BUSINESS MILEAGE RECAP

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CODES			(3) Pickup/Delivery		MARG	CH'S MILES					
(1) Genera (2) Sales	al Busines Prospect	SS	(3) Pickup/Delivery (4) Client/Service (5) Meeting/Seminar	FEBRU	ARY'S TOTAL	YTD MILES					
(=) 00.00)					D BUSINES						

_____ MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECA

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1) Genera	I Rucinos	(3) Pickup/Delivery ss (4) Client/Service		RIL'S MILES			
2) Sales/	Prospect	s (5) Meeting/Seminar	MARCH'S TOTAL	YTD MILES			
,/			AL YTD BUSINE				

MONTHLY COMMUTING MILES MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP MAY Business Purpose / Date Code Destination Business Miles End — Begin = **TOTAL**

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Date	Code	Destination	End —	Begin =	TOTAL				
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L) Genera	Busines	s (4) Client/Service s (5) Meeting/Seminar	MAY'S TOTAL YT						
z) SaleS/	riospects		YTD BUSINESS						

CODES (3) Pickup/Delivery	MAY'S MILES
(1) General Business (4) Client/Service (2) Sales/Prospects (5) Meeting/Seminar	APRIL'S TOTAL YTD MILES
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MONTHLY COMMUTING M	ILES MONTHLY PERSONAL MILES
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_____ MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

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1) Genera	l Busine	ss (4) Client	Service	IIINE'S					
2) Sales/	rrospect	s (5) Meetir	ig/Seminar	JUNE'S TOTAL YTD MILES FAL YTD BUSINESS MILES					

___ MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP

AUGUST		Business Purpose /	ILEAGE RECAP Business Miles					
Date		Destination	End —	Begin =	TOTAL			
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1) Genera 2) Sales /	DUSINES	ss (4) Client/Service s (5) Meeting/Seminar	JULY'S TOTAL Y					
_, 54103/	···		AL YTD BUSINESS MILES					
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10

BUSINESS MILEAGE RECAP SEPTEMBER Business Purpose / Business Miles End — Begin = **TOTAL** Date Code Destination

CODES (3) Pickup/Delivery (1) General Business (4) Client/Service (2) Sales/Prospects (5) Meeting/Seminar AUGUST'S TOTAL YTD MILES

TOTAL YTD BUSINESS MILES MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP						
OCTOBER		Business Purpose	es			
Date Co	ode [Destination		End —	Begin =	TOTAL
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ODES		(3) Pickup/Delivery		OOTOD	ER'S MILES	
1) General Bu	usiness	(3) Pickup/Delivery (4) Client/Service	CEDTER			
2) Sales/Pros	spects	(5) Meeting/Seminar				
		TC	TAL YTI	D BUSINE	SS MILES	
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MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP

IOVEN	IBER	Business Purpose /	Bu	usiness Mile	S
Date	Code	Business Purpose / Destination	End —	Begin =	TOTAL
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CODES (3) Pickup/Delivery (1) General Business (4) Client/Service (2) Sales/Prospects (5) Meeting/Seminar OCTOBER'S TOTAL YTD MILES TOTAL YTD BUSINESS MILES

MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

BUSINESS MILEAGE RECAP

DECEME	BER	Business Purpose	/ Business Miles					
Date C	ode	Destination		End —	Begin =	TOTAL		
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ODES		(3) Pickup/Delivery s (4) Client/Service		DECEMBE	R'S MILES			
1) General E	Busines	s (4) Client/Service	NOVER4					
2) Sales/Pr	ospects							
		TO	TAL YI	D BUSINES	S MILES			

_____ MONTHLY COMMUTING MILES _____ MONTHLY PERSONAL MILES

MAINTENANCE AND REPAIR EXPENDITURES Date Code To Whom Paid/Description Amount (R) Repairs/Maintenance CODES TOTAL (G) Gas (O) Oil (T) Tires (M) Misc./Other (Describe)

16

ANNUAL & PERIODIC AUTO EXPENSES

Date	Code	Description	Amount
	-		
	-		
	-		
	-		
	-		
ODES			
) Insura	ance	(P) Lease Payment (M) Misc./Other (Describe)	TOTAL
) Licens	se	(M) Misc./Other (Describe)	

PARKING / TOLL EXPENSES

ate	Code	Description	Amount	Date	Code	Description	Amount
						Column 1 Total	
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	+			-			
	-						
	COLL	IMN 1 TOTAL	Coverage State			RAND TOTAL	

CODES (P) Parking Fee (T) Toll Charge
Note: The dates here should cross reference to business mileage noted on pages 4-15 in this booklet.

	AUTO EXPENSE & MILEAGE RECAP		NOTES
	YEARLY MILEAGE SUMMARY		
Month	Business Miles Commuter Miles Personal Miles 1	Total Miles	
January			
February			
March			
April			
May			
June			
July			
August			
Septembe			
October			
November			
December		(4)	
TOTAL	(2)	(1)	
		TION!	
PEF	CENT OF BUSINESS CALCULA	HON:	
	(1) Total Miles Driven		
	(2) Total Business Miles Driven		
Calc	ulate what percent the automobile was used for b		
	(2) ÷ (1) =	%	
S	ANDARD MILEAGE CALCULATI	ON:	
	Date Ranges		
1	2) Business Miles Traveled		
(.	Multiply By (Standard Rate)		
	SUBTOTAL		
Add: Par	king Fees & Toll Expenses		
	Equals: TOTAL ALLOWABLE		
	if the standard mileage rate changes during the year.		
A	CTUAL AUTO EXPENSE SUMMA	ARY	
Т	otal Maintenance and Repair Expenditures	ng.16	
	dd: Total Annual & Periodic Auto Expenses		
Α.	SUBTOTAL		
Multi	ply by Percent Auto was used for business		
	TOTAL ALLOWABLE		
	Add: Total Parking Fees and Toll Charges		
	TOTAL ACTUAL EXPENSE		
	AFFIDAVIT		
I hereby o	ertify that I have maintained adequate records as require	d by IRS	
rules and	regulations regarding my business use of this auto for the	е	
tax year e	nding		
	Signature		
	Date		
18	Date		19
			19