



Mileage Tracker

User Guide

Track Your Real Estate Business Mileage for IRS Compliance

Version 1.0

February 2026

■ **Quick Start: Visit foundry865.com/mileage to begin!**

Getting Started

What is the Mileage Tracker?

The Foundry 865 Mileage Tracker is a web-based tool for real estate professionals to track business mileage for IRS tax deductions. It calculates accurate driving distances using MapQuest, stores trip records in your browser, and exports CSV data for tax preparation.

Key Features

- ✓ Automatic distance calculation with actual driving routes
- ✓ Manual entry for odometer-based tracking
- ✓ Saved addresses for frequent locations
- ✓ IRS-compliant record keeping
- ✓ CSV export for accountants
- ✓ Private local storage

Interface Tabs

Tab	Icon	Purpose
Log Trip	■	Record new mileage with auto or manual distance
Trip Records	■	View, search, filter, edit, and export trips
Saved Addresses	■	Manage frequently visited locations

Logging a Trip

Method 1: Auto-Calculate with MapQuest

Provides accurate driving distances following actual roads:

Step	Action
1	Enter starting address in 'From (Home Base)' - saves automatically
2	Type destination OR select from saved addresses
3	Choose travel reason (Showing, Listing, Open House, etc.)
4	Select date (defaults to today)
5	Add Client/Property, Odometer Start, Notes (optional)
6	Click 'Calculate & Save Trip'

7	Review popup, edit if needed, confirm
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Method 2: Manual Entry

Fill details, click 'Enter Miles Manually', enter round-trip mileage, confirm.

■ **IRS Best Practice: Manual entry with odometer readings provides strongest documentation.**

Managing Trip Records

Dashboard shows: Total Miles, Trips Logged, Est. Deduction (\$0.70/mile).

- **Search:** Find by destination, client, or notes
- **Filter:** Show specific trip types
- **Sort:** Click column headers with ↑ ↓
- **Edit:** Click 'Edit' to modify any trip
- **Delete:** Click 'Del' to remove trip

■ ■ **Warning: Deleted trips cannot be recovered. Export regularly!**

Saved Addresses

Speed up logging by saving frequent locations (office, title companies, etc.).

- To add: Saved Addresses tab → Enter label & address → Save
- To use: Select from dropdown when logging trip

Exporting for Taxes

Export to CSV (Excel/accounting compatible). Trip Records → Export CSV → Downloads as mileage_log_YYYY-MM-DD.csv

Includes: Date, Destination, Reason, Client, Miles, Odometer, Deduction, Notes

■ **Export monthly for backup and at year-end for taxes.**

Tips & Best Practices

Category	Recommendations
Tax Deductions	Log immediately • Record odometer • Be specific • Add notes • Business trips only
Record Keeping	Include zip codes • Consistent naming • Review weekly • Export monthly
Efficiency	Save frequent addresses • Bookmark page • Use search/filters

✓ DO Track	✗ DON'T Track
Office to client trips Showings, inspections, closings Photography, signs, keys Vendors/contractors	Regular commute Personal errands Lunch (unless with clients)

■ ■ Consult a tax professional. This guide is informational only.

Troubleshooting

Issue	Solution
Calculation failed	Verify complete addresses • Try manual • Check internet
Distances wrong	Remember: ROUND-TRIP shown • Verify addresses
Trips disappeared	Data is per-browser • Don't clear cookies • Export regularly!
Delete not working	Refresh page • Enable JavaScript • Try different browser

Quick Reference

Action	How To
Log trip	Log Trip → Fill → Calculate/Manual
View trips	Trip Records tab
Edit trip	Trip Records → Edit

Export	Trip Records → Export CSV
Save address	Saved Addresses → Add
Search	Trip Records → Search box

Export regularly! • IRS Rate: \$0.70/mile (2025) • Support: Foundry 865