Day	Code	HER DEDUCTION  Description	Amount
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		71	
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	6		
Codes			Re-Cap
(1) Transportation (2) Lodging			\$
z) Loug 3) Meal	mg s (awa	y from home)	
4) Parki	ng & 7	Tolls	
5) Cabs	, Bus,	Taxi	
3) Enter	tainme	ent & Gifts	

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## AUTOMOBILE BUSINESS USE RECORD

ivaille			
Period Ending	/	/	3

This form has been specifically designed to fulfill tax requirements for justifying business use of vehicles not used exclusively for business. It provides a contemporaneous format to EASILY record business miles driven and percent of business use.

Failure to keep proper records can result in loss of deductions.

## **AUTOMOBILE BUSINESS** Vehicle Used (Use separate report for each vehicle) MILEAGE RECORD Assign each report Total Miles Driven PERIOD **Odometer Reading** a sequence number From: Ending - This Report E = Ending Thru: Beginning of Year B = Beginning Date Code **Odometer Reading** Miles Date Code **Odometer Reading** Miles E E В В E E В В E E В В E E В В E E В В E E В В E E B В E E В B E E

B

В

E

В

1. Total Business Miles (both sides)

2. Previous Business Miles (line 3 last report)

3. Business Miles Year-To-Date (add line 1 & 2)

Business Use Percent (line 3 divided by C above)

%

В

E

B

В

Codes:

(1) General Business(2) Sales/Prospects

(3) Pickup/Delivery

(5) Meeting/Seminar

(4) Client/Service

(6)

Note:

If all miles driven during business hours are business related, only one entry per day may be necessary.

Enter Odometer reading when you arrive at work (B) and again (E) when you leave at the end of the day.

Subtract (B) from (E) for business miles driven.