

February Newsletter: Mileage Tracking: Start Early, Save Yourself a Headache Later



February is a great time to talk about **mileage tracking**, because the earlier you start, the easier it is to stay consistent all year.

From a bookkeeping perspective, mileage is one of the most commonly missed (or recreated later) records I see, so I wanted to share a few simple tips and tools to help you stay organized.

What counts as business mileage?

In general, **business mileage** includes miles driven for business-related activities such as:

- Driving between job sites or properties
- Traveling to meet clients, attorneys, contractors, or vendors
- Trips to the bank, post office, supply stores, or property visits
- Driving between your office and another business location

⊘ Commuting from home to a regular office location is not considered business mileage.

If you ever find yourself wondering “does this count?” the key is whether the trip is **primarily for business purposes** and properly documented.

Mileage rates (for tracking purposes)

For **2026**, the IRS standard mileage rate for business use is **72.5 cents per mile**.

Even if you’re not sure how mileage will ultimately be handled on your tax return, **keeping an accurate log throughout the year is the important part from a bookkeeping standpoint.**

Tools to make mileage tracking easier

You have a few good options - use whichever you’ll actually stick with:

- **Printable Mileage Tracker** ([link to website download](#)) I’ve included a PDF you can print and keep in your car to jot down trips as they happen.
- **QuickBooks Online Mobile App** The QBO mobile app includes a built-in mileage tracker that can automatically log trips from your phone. This does depend on what version of QBO you have.
- **MileIQ** MileIQ offers a free version that allows you to track mileage digitally and classify trips as business or personal (up to 40 drives per month)

Consistency matters more than the method - paper, app, or a combination all work.

A few bookkeeping tips that help all year

- Track mileage **as you go** - recreating logs months later is stressful and often inaccurate
- Note the **business purpose** of trips when possible
- Stick with **one primary method** so records are easier to review later

- If you use multiple vehicles, keep mileage logs separate for each
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Why this matters

Clean mileage records:

- Support accurate bookkeeping
- Reduce last-minute scrambling
- Make year-end reviews smoother
- Help ensure nothing gets missed

Keeping mileage records throughout the year helps support clean, accurate books. Let me know if you have any questions as you get started.