Automobile Business Mileage Records

VEHICLE USED: _____

(use seprate report for each vehicle)

PERIOD	
From:	#
Thru:	

Assign each report a sequence number
B= Beginning
E= Ending

ODOMETER READING		TOTAL MILES DRIVEN
Ending-This Report		-
Beginning of Year		

Date	Code	Destination		Odometer Reading		Miles	Date	Code	Destination		Odometer Reading		Miles
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-
				B							B		
				E		-					E		-

CODES:

1	General business
2	Sales/Prospects
3	Pickup/Delivery
4	Client Service
5	Meeting/Seminar
6	Banking
7	
8	
9	
10	

NOTES:

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.

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 Total Miles Driven)	#DIV/0!