

# Annual Mileage Bookkeeper

Enter an odometer summary, monthly miles, and a representative sample of actual trips.

Tax year

Vehicle / identification

Business activity

Starting odometer

Ending odometer

Annual total miles

Monthly totals - track business, commuting and personal mileage separately.

| Month     | Business miles | Commuting miles | Personal miles | Evidence / note |
|-----------|----------------|-----------------|----------------|-----------------|
| January   |                |                 |                |                 |
| February  |                |                 |                |                 |
| March     |                |                 |                |                 |
| April     |                |                 |                |                 |
| May       |                |                 |                |                 |
| June      |                |                 |                |                 |
| July      |                |                 |                |                 |
| August    |                |                 |                |                 |
| September |                |                 |                |                 |
| October   |                |                 |                |                 |
| November  |                |                 |                |                 |
| December  |                |                 |                |                 |

Document business purpose as well as distance; saved app logs, schedules and invoices may help.

# Business Trip Log

Use additional copies of this page as needed.

Trip records - enter actual mileage and a specific business reason for each trip.

| Date | From / to | Business purpose | Miles | Evidence |
|------|-----------|------------------|-------|----------|
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**IF RECORDS ARE INCOMPLETE**

A representative-period sample may support annual business use if other evidence shows the same pattern throughout the year. Do not simply multiply an unsupported one-month guess by twelve.

Keep start/end odometer photos, calendars, invoices, rideshare logs and original expense records.