

## Sample Vehicle Mileage Log

(TaxpayerServices.com/downloads)

**Business miles include:**

- 1) Miles from your regular workplace to a business destination (e.g., client site, lunch meeting, etc.), temporary workplace, or 2nd job.
- 2) Miles from your home to a business destination **IF** you operate a business from home **AND** your home is your principal place of business.
- 3) Commuting mileage in excess of your regular commute (regular commuting miles are not reimbursable). For example, if you normally drive 20 miles roundtrip from your home to your office, but you instead drive 30 miles roundtrip from your home to a temporary office, the extra 10 miles are reimbursable business miles.

*If vehicle is owned or leased by the business, used exclusively for business purposes, and kept on the business premises during off-hours, you may not need to keep a mileage log so long as you provide a policy statement to employees prohibiting personal use (minimal personal use, such as stopping for lunch between deliveries, is acceptable). This exception generally only applies if no one who uses the vehicle lives on the business premises.*

Tax Year:

Year, Make & Model of Vehicle:

Date Purchased or Leased:

Date	Time	From	To	Business Purpose	Odometer		Miles This Trip	Parking & Tolls
					Start	Stop		
08/06/2015	1:30 PM	Reg. Workplace	5756 Hidden Brk Ct, Westlake Vlg, CA	Meet w/ client, Brooke Samuel	12,858	12,899	41	\$2.50

**Total Business Miles / Total Parking & Tolls** 41 \$2.50

**Total Miles Driven This Year:**