

# EXAMPLE MILEAGE LOG

## Annual Mileage Log - 2015 Honda Accord

<b>Year</b>	2020
<b>Car Description</b>	2015 Honda Accord
<b>Beginning of Year Odometer Reading</b>	100,000
<b>End of Year Odometer Reading</b>	120,000
<b>Total Business Miles</b>	475
<b>Business Use %</b>	2.38%
<b>Standard Mileage Rate</b>	\$0.575
<b>Auto Expense if Using Standard Mileage</b>	\$273.13

For each business auto, business owners can choose whether they will use actual auto expenses or the standard mileage rate. Duplicate this sheet for additional business autos.

If using actual auto expenses, multiply Business Use % in Cell B12 by all auto expenses (gas, tires, auto loan interest, etc.) to get total business expense. (If blank, input year-end odometer reading in Cells B8-B9).

If using standard mileage rate, your auto expense will be the input in Cells B15-B16.

Date	Begin Odometer Reading	End Odometer Reading	Miles Driven	Purpose	Details
1/5/2020	100,100	100,105	5	Business	Trip to grocery store from office and back to pick up ice melt for office sidewalk.
2/1/2020	103,000	103,100	100	Business	Trip to and from Baltimore, MD for annual professional conference.
4/16/2020	107,000	107,010	10	Business	Trip from office to post office and back to mail deliverable to 123 Inc.
8/12/2020	116,000	116,200	200	Business	Trip to and from Richmond, VA to pick up new office equipment.
10/1/2020	117,000	117,040	40	Business	Trip to and from Alexandria, VA to drop off deliverable to client Smith, John.
10/6/2020	118,000	118,050	50	Business	Trip to and from Gaithersburg, MD to acquire new company banners.
12/20/2020	119,500	119,570	70	Business	Trip to and from Stafford, VA to drop off deliverable to client ABC Corp.