

IRS-Compliant Mileage Log

Name: Jane Smith
Year: 2024
Vehicle: 2021 Honda Accord

Date	Starting Location	Destination	Purpose of Trip	Odometer Start	Odometer End	Miles Driven
01/02/2024	Home	Client A Office	Business Meeting	15,250	15,270	20
01/02/2024	Client A Office	Post Office	Mailing Documents	15,270	15,275	5
01/05/2024	Home	ABC Supply Store	Supply Purchase	15,320	15,328	8
01/10/2024	Home	Client B Office	Project Consultation	15,400	15,415	15

Total Business Miles: 48

Important Notes:

- Log your business mileage regularly and keep original records for at least 3 years.
- Include the purpose, date, starting point, destination, and odometer readings for each trip.
- Only business-related trips are deductible; commuting from home to regular workplace is not.
- Ensure your log is complete, consistent, and accurate for IRS compliance.
- Maintain supporting documents wherever possible (e.g., receipts, appointment logs).