

Detailed Mileage Log Ledger

For Tax Deductions

Name: _____

Tax Year: _____

Vehicle Make/Model: _____

License Plate: _____

Trip Log

| Date | Start Location | Destination | Business Purpose | Start Odometer | End Odometer | Total Miles |
|---------------------------------------|----------------|--------------------|----------------------|----------------|--------------|----------------------|
| 01/05/2024 | Office | Client Site A | Consultation meeting | 25,150 | 25,180 | 30 |
| 01/07/2024 | Home | Supplier Warehouse | Pick up supplies | 25,245 | 25,263 | 18 |
| 01/10/2024 | Client Site A | Office | Project review | 25,280 | 25,310 | 30 |
| 01/12/2024 | Office | Client Site B | Installation | 25,310 | 25,342 | 32 |
| 01/14/2024 | Home | Conference Center | Industry event | 25,410 | 25,438 | 28 |
| Total Business Miles | | | | | | 138 |

Important Notes

- Maintain the mileage log in real time or as close to the date of travel as possible.
- Include the business purpose for each trip—personal trips should not be claimed.
- Retain original receipts for vehicle expenses if claiming actual expenses as opposed to standard mileage rate.
- Keep mileage logs and supporting documentation for at least 3-7 years in case of audit.
- Make sure mileage totals match odometer readings documented at start and end of the tax year.