

# 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.