

# Digital Mileage Log Spreadsheet

## Personal / Business Vehicle Mileage Record

Date	Start Location	Destination	Purpose	Odometer Start	Odometer End	Miles Driven	Notes
2024-06-01	Office	Client A, Downtown	Business Meeting	15,234	15,247	13	-
2024-06-02	Home	Station	Supply Pickup	15,247	15,252	5	Fuel stop
2024-06-03	Office	Conference Center	Training Seminar	15,252	15,273	21	-

### Important Notes:

- Ensure all entries are accurate and complete for tax and reimbursement purposes.
- Record mileage as soon as possible after each trip to maintain accuracy.
- Retain digital logs along with supporting documents (receipts, calendar).
- Regularly back up your digital mileage log for data protection.