

IRS-Compliant Mileage Log Example

Tax Year: 2024

Name: Jordan Smith

Vehicle: 2022 Toyota Camry

Employer/Business: ABC Consulting LLC

Date	Start Location	Destination	Purpose of Trip	Odometer Start	Odometer End	Miles Driven	Personal/Business
01/10/2024	Home	Client Office	Client meeting	12,155	12,176	21	Business
01/12/2024	Client Office	Coffee Shop	Networking event	12,180	12,185	5	Business
01/15/2024	Home	Supermarket	Personal errands	12,199	12,205	6	Personal
01/20/2024	Home	Post Office	Mail client documents	12,250	12,254	4	Business
01/22/2024	Home	Downtown Office	Business meeting	12,260	12,277	17	Business

Total Business Miles: 47

Important Notes:

- Logs should be updated regularly and kept contemporaneously with each trip.
- Business purpose must be specific and clearly stated for every entry.
- Include both business and personal trips to demonstrate accuracy and substantiation.
- Retain completed mileage logs along with supporting documents (e.g., service records).
- IRS may deny deductions in case of incomplete or retrospective records.