

Mileage Record for: Vehicle: _____ Year: _____

HOW TO USE:

1. Print 6 copies of page 2 for each vehicle
OR print 3 copies, reload in printer and print 3 copies on back. Fill in months and year. If you'll need more space, just print one page for each month.
2. Staple in top left corner, then fold in middle.
3. Odometer reading at beginning of year: _____
4. Year-end odometer reading: _____
5. Calculate total miles (end miles minus start miles): _____

On tracking professional mileage: Enter beginning odometer reading when you leave for your first appointment, and ending reading when your business or professional day ends. Under Who/Where/Why, jot down who you visited, professional purpose, location, especially for those who are not on your calender/date book. You need only enough information to jog your memory if asked to justify business use later.

HINT: If you have a trip meter on your odometer, you can punch it to zero when you begin your professional day and simply enter total business/professional miles at day's end, skipping the odometer readings.

HINT #2: Cut half of the cardboard back from an old legal pad and paperclip it in this book for backing.

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End-Of-Year Summary:

	Business Mileage	Charitable Mileage	Medical Mileage	Parking & Tolls
January	_____	_____	_____	_____
February	_____	_____	_____	_____
March	_____	_____	_____	_____
April	_____	_____	_____	_____
May	_____	_____	_____	_____
June	_____	_____	_____	_____
July	_____	_____	_____	_____
August	_____	_____	_____	_____
September	_____	_____	_____	_____
October	_____	_____	_____	_____
November	_____	_____	_____	_____
December	_____	_____	_____	_____
TOTAL				\$

