

STANDARD BUSINESS MILEAGE DEDUCTION WORKSHEET

Tax Year: 20_____

GENERAL INFORMATION

Name:		Department:	
Vehicle Make/Model:		Year:	
License Plate:		Employee ID:	

ODOMETER & MILEAGE SUMMARY

Odometer - Start of Year:		Total Business Miles:	
Odometer - End of Year:		Total Commuting Miles:	
Total Annual Miles:		Total Other Personal Miles:	
Standard Mileage Rate:		Total Deduction Claimed:	

DAILY MILEAGE LOG

Date	Destination & Purpose of Business Trip	Odometer Start	Odometer End	Total Miles	Notes / Expense Item
Total Page Miles					

Employee Signature Date

Approver Signature Date