BUSINESS EXPENSE RECEIPT LOG & IRS MILEAGE TAX RECORD

ITEMIZED TRAVEL LOG, ODOMETER READINGS, BUSINESS PURPOSE, OUT-OF-POCKET EXPENSES & TAX DEDUCTIONS

TAXPAYER / BUSINESS: _____ **VEHICLE (MAKE/MODEL/YR):** _____ **TAX YEAR: 20____**

STARTING ODOMETER: _____ **mi** **ENDING ODOMETER:** _____ **mi** **IRS STANDARD RATE: $ 0._____ / mi**

1. ITEMIZED VEHICLE BUSINESS MILEAGE RECORD (IRS AUDIT COMPLIANT)

TRIP DATE	DESTINATION & QUALIFYING BUSINESS PURPOSE	START ODOMETER	END ODOMETER	TOTAL MILES	DEDUCTIBLE VALUE
___/___/20__	_____	_____ mi	_____ mi	_____ **mi**	**$** _____
___/___/20__	_____	_____ mi	_____ mi	_____ **mi**	**$** _____
___/___/20__	_____	_____ mi	_____ mi	_____ **mi**	**$** _____
___/___/20__	_____	_____ mi	_____ mi	_____ **mi**	**$** _____

2. ITEMIZED OUT-OF-POCKET BUSINESS EXPENSES & RECEIPT RECORD

EXPENSE DATE	MERCHANT / VENDOR NAME	TAX EXPENSE CATEGORY	BUSINESS PURPOSE & DETAILS	PAYMENT METHOD	AMOUNT ($)
___/___/20__	_____	**Meals & Dining (50% Deduction)**	Client strategy dinner & contract discussion	[ ] CC [ ] Cash [ ] ACH	**$** _____
___/___/20__	_____	**Travel, Airfare & Lodging**	Annual industry conference flights & hotel	[ ] CC [ ] Cash [ ] ACH	**$** _____
___/___/20__	_____	**Office Supplies & Hardware Tools**	Ergonomic workspace monitor & printer toner	[ ] CC [ ] Cash [ ] ACH	**$** _____
___/___/20__	_____	**Software Subscriptions & Cloud SaaS**	Monthly accounting software & design license	[ ] CC [ ] Cash [ ] ACH	**$** _____

TOTAL BUSINESS MILES: _____ **mi** **MILEAGE DEDUCTION VALUE: $** _____ **TOTAL EXPENSES LOGGED: $** _____

Taxpayer Attestation: I declare under penalties of perjury that this log is an accurate record of business travel and expenses.

Taxpayer Signature: _____ **Date:** ___/___/20__