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MILEAGE SUMMARY

Annual record

DRIVER / TAXPAYER	VEHICLE	TAX YEAR	ODOMETER JAN 1	ODOMETER DEC 31

Month	Business miles	Commuting miles	Personal miles	Total miles	Parking / tolls	Log attached
January						☐
February						☐
March						☐
April						☐
May						☐
June						☐
July						☐
August						☐
September						☐
October						☐
November						☐
December						☐

Business miles, year	
Total miles, year	
Standard rate per mile	
Mileage deduction	
Parking and tolls	

Business-use percentage = business miles / total miles. Keep this summary with the monthly logs and the odometer readings for the start and end of the year.

Signature _____ Date _____