

# Auto/Truck Mileage Expense Summary Worksheet

prepared by Client from Client's log and books and records

**Business Name**

**Tax Year**

**Business Address**

**EIN (if applicable)**

**Vehicle Description**

**Mileage data from log book(s) - Fill out for either Standard Mileage or Actual Expense Methods**

**Odometer reading Dec 31st**

**Odometer reading Jan 1st**

**Total Mileage for the year**

**Have another vehicle for personal use?**

**Available for use off hours?**

**Have evidence to support your deduction?**

**If Yes, is the evidence written?**

**Yes No**


**Business Miles Only**

Jan  
Feb  
Mar  
Apr  
May  
Jun  
Jul  
Aug  
Sep  
Oct  
Nov  
Dec


**Total Business Miles**

**Expenses - only if using Actual Expense Method**

**Gas and Oil**

**Insurance**

**License Fees**

**Washes**

**Repairs and Maintenance**

**Interest on vehicle loan (not principal)**

**Lease Payments (if any)**

**Tires**

**Auto club dues/fees**

**Other-**

**Other-**

**Business use only Expenses**

**Parking**

**Tolls**