SUMMARY

Mileage		Period	Year-To-Date
Total Miles Driven	+		
Business Miles	−		
Non-Business Miles	=		
Vehicle Expense (Use method 1 or 2 plus 3 below)			
1. Business Miles @ S.____	=		
2. Actual Expenses x ____%	=		
3. Parking & Tolls			
Travel Expenses (Business Only)			
Days Away From Home (overnight)		#	#
Transportation			
Lodging			
Auto Rentals			
Cabs/Buses			
Phone/Postage			
Other:			
Totals (from above)			
List Amounts Reimbursed			
Meals, Entertainment & Gifts			
Meals			
Entertainment			
Gifts/Tickets			
Other:			
Totals (above section only)			
Reimbursed (above section only)			
List expenses at 100% (limitations will be made at tax time)			
☐ X if reimbursements are to be reported on W-2 forms			

Signed _____ Date _____

VEHICLE TRAVEL & ENTERTAINMENT

Mileage Log & Deduction Record

Name _____

Period Ending_____ No. _____

Compliments of:

kuhn & associates

(248) 646-3838 Telephone
Email Jody@ContactKuhn.com

This All-Purpose form has been specifically designed to fulfill IRS adequate record and sufficient evidence requirements. It provides a contemporaneous format to justify business expenses for TRAVEL, ENTERTAINMENT, GIFTS, and to support VEHICLE use.

Failure to keep proper records can result in loss of deductions.

ENTERTAINMENT & GIFT DETAIL

Required to justify deductions.

PERIOD	
From:	#
Thru:	

C

If a gift, use location column below to describe.

* Trip number should correspond with Section B detail.

Date	Time	Location	Who Entertained		Business Purpose	Trip* No.	Amount
			Name(s)	Business Relationship			

Save all receipts and documents that will verify amounts and business justification of the expense.

Receipts are required on all deductions that exceed $25.00 – a cancelled check is not considered an adequate receipt.

Use as many lines as necessary to detail expense.

TOTAL	

ABOVE TOTAL SHOULD AGREE WITH ENTERTAINMENT
TOTAL REPORTED IN SECTION B

*If out of town.

VEHICLE TRIP LOG
Mileage and Actual Expense

Vehicle Used

_____

Use separate report for each vehicle

PERIOD	
From:	#
Thru:	

A

See below for business purpose code   B - Beginning   E - Ending

For overnight expenses use Section B

Date	DESTINATION Firm or Contact	CODE	ODOMETER Reading	Miles	Parking Tolls	✔	Gas Oil	Repairs Parts	Wash Wax	OTHER Explain	Amount
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
		E B									
T O T A L S	THIS PERIOD	E B								At Year-End Include Insurance License Depreciation	
	PREVIOUS Year-To-Date	E B									
	NEW Year-To-Date	E B									

Business Purpose Code	Percent Used for Business	Vehicle Tax Expense

Business Purpose Code

1 Sales/Prospect
2 Client/Service
3 Pickup/Delivery
4 Seminar/Training
5 Goodwill Visit
6 Business Meeting
7 _____
8 General/Misc.

Percent Used for Business

Odometer Reading

A   Ending Year-to-Date   + _____
B   Beginning of Year   - _____
C   Total Miles (A-B)   = _____
D   Business Miles YTD _____
     (from above)

Business Use Percent _____ %
(D ÷ by C)

Vehicle Tax Expense

A   Business Miles Driven   ≠ _____
B   @ S _____ Per Mile   _____
C   Plus: Parking & Tolls   _____
     TOTAL (B plus C) $ _____
D   Actual Expense Totals   _____
E.   @ Actual Business Use _____ %   _____
     TOTAL (C plus E) $ _____

TRAVEL & ENTERTAINMENT RECORD

Use for Business expenses away from home overnight and for business expenses either directly related to or associated with a business activity.

PERIOD	
From:	#
Thru:	

B

Furnish trip detail below.   Include tips with expense   * Entertainment expenses must be detailed in Section C

Date	Trip No.	*Air Bus Rail	Motels Hotels	MEALS			Phone Postage	Rentals Cabs		Entertain-ment *	✔	OTHER	
				Morn.	Aftn.	Eve.						Explain	Amount
T O T A L S												THIS PERIOD	
												PREVIOUS YTD	
												NEW Year-To-Date	

Trip No.	Destination	Business Purpose or Activity	Depart Day/Time	Return Day/Time	Reimbursed
			/	/	
			/	/	
			/	/	
			/	/	

Identify all receipts with corresponding Trip Number. Do not include personal or non-business expenses above.