Vehicle Mileage Log

Date	Type Code/Reason	Odometer Start	Odometer End	Total Miles

One entry per day is generally adequate if you drive the vehicle for business purposes throughout the day. Stopping for lunch or other personal business such as picking up laundry along the way does not require a separate entry.

Odometer From:_____ To:_____

Date From:_____ To:_____

List the business purpose/reason in the type column. Suggested codes:
SC=Sales Call
BE=Business Errand
PD=Pick Up or Delivery
_____=_____
_____=_____
_____=_____
_____=_____

Date	Tolls	Parking	Phone

Tip: On the daily log, list only your odometer's last four digits.