
Mileage Tracking Log Template

IRS-Compliant Business Mileage Log + Annual Deduction Calculator

> **Instructions:** Record every business trip as it happens (or at the end of each day). The IRS requires a "contemporaneous" log — do NOT reconstruct this at year-end. Record your odometer readings on January 1 and December 31.

Vehicle Information

Field	Details
Vehicle	[Year, Make, Model]
Date placed in service for business	[Date]
Method chosen (first year)	<input type="checkbox"/> Standard Mileage Rate <input type="checkbox"/> Actual Expenses

Annual Odometer Readings

Date	Odometer Reading
January 1, [YEAR]	_____
December 31, [YEAR]	_____
Total Miles Driven (Year)	_____

Monthly Mileage Log

[MONTH / YEAR]

Date	Starting Location	Destination (Name & Address)	Business Purpose	Odometer Start	Odometer End	Business Miles
Monthly Total						_____

> Copy this table for each month (January – December).

Tolls & Parking Log

These are deductible ON TOP of the standard mileage rate.

Date	Description / Location	Business Purpose	Toll Amount	Parking Amount
Annual Total			\$ _____	\$ _____

Annual Deduction Calculator

Standard Mileage Method

Line	Description	Amount
A	Total business miles for the year	_____ miles
B	IRS standard mileage rate (2026)	\$0.70
C	Mileage deduction (A × B)	\$ _____

D	Total tolls paid (business)	\$ _____
E	Total parking fees paid (business)	\$ _____
F	Total vehicle deduction (C + D + E)	\$ _____

Actual Expense Method

Line	Description	Annual Cost	Business %	Deductible Amount
1	Gas / Fuel	\$ _____	____%	\$ _____
2	Oil changes & maintenance	\$ _____	____%	\$ _____
3	Repairs	\$ _____	____%	\$ _____
4	Tires	\$ _____	____%	\$ _____
5	Insurance	\$ _____	____%	\$ _____
6	Registration & license fees	\$ _____	____%	\$ _____
7	Lease payments (if leased)	\$ _____	____%	\$ _____
8	Depreciation (if owned)	\$ _____	____%	\$ _____
9	Car washes	\$ _____	____%	\$ _____
10	Other vehicle expenses	\$ _____	____%	\$ _____
11	Total actual expenses			\$ _____
12	Tolls (100% business)			\$ _____
13	Parking (100% business)			\$ _____
14	Total vehicle deduction (11 + 12 + 13)			\$ _____

Business-Use Percentage

Description	Miles
Total miles driven (year)	_____
Total business miles	_____
Business-use percentage	_____ %

Method Comparison

Method	Deduction
Standard mileage (Line F above)	\$ _____
Actual expenses (Line 14 above)	\$ _____
Better method	<input type="checkbox"/> Standard <input type="checkbox"/> Actual
Difference	\$ _____

Business Mileage Quick Reference






Counts as Business Mileage

- Client meetings and site visits
- Between work locations during the day
- Temporary work locations (less than 1 year)
- Business errands (bank, post office, supply store)
- Networking events and conferences
- Home office → first business stop (if you have a qualifying home office)
- Last business stop → home office
- Airport for business travel

Does NOT Count

- Home → regular office (commuting)
- Regular office → home (commuting)
- Personal errands during business hours
- Driving to lunch (unless business meal with client)

Key Reminders

-  First-year method choice matters: Standard → can switch to Actual later. Actual → generally can't switch to Standard.
-  Use a tracking app (MileIQ, Everlance, Stride) — auto-logging is more reliable than manual.
-  Keep corroborating evidence: calendar entries, client emails, GPS data.
-  Tolls + parking are deductible on TOP of standard mileage rate.
-  Record odometer on Jan 1 and Dec 31 every year.

This template is for informational purposes and does not constitute tax advice. Consult a qualified tax professional for advice specific to your situation. Template provided by [Holdings](#) — free business checking + AI bookkeeping.

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