

# Vehicle Mileage Summary (Business Use)

## Vehicle Information

Year / Make / Model	
Business Use Start Date	
Business Use End Date	

## Odometer Readings

Odometer at Start of Year or Use Period	
Odometer at End of Year or Use Period	

## Mileage Breakdown

Personal (Non-Business) Miles	
Commuting Miles	
Business Miles	

## Business Use Description

Briefly explain how this vehicle is used for business purposes:

## Recordkeeping Reminder

Maintain accurate mileage records showing dates, miles driven, and business purpose. Mileage records must be retained and provided if requested.

# Detailed Mileage Log

Record each business trip below. Attach additional pages if needed.