

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.

[illegible]