

# Mileage log

License plate number: **JSM-1234**

Owner / Lessee: **My HQ Inc.**

Vehicle: **Ford Edge**

Address: **601 Jefferson Street Houston Texas 77002**

Fuel type: **Gasoline**

Driver's name: **John Smith**

Calculation basis: **Standard Mileage Rate**

Actual fuel consumption: **23 MPG**

Date	Partner	Address	Trip purpose	Distance	Type	Total miles
August 4, Tuesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			488.6 mi
	Hard Rock Cafe	2211 North Houston Street Dallas Texas 75219	Conference, meet-up	244.5 mi		
	Shell Main St	2220 Main street Houston Texas 77002	Refueling/Charging	243.5 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	0.6 mi		
August 5, Wednesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			53.4 mi
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	0.8 mi		
	Walmart Supercenter	111 Yale Street Houston Texas 77007	Errand/Supplies	4.9 mi		
	George Bush Intercontinental Airport	2800 North Terminal Road Houston Texas 77032	Business meeting	24.5 mi		
August 6, Thursday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			37.2 mi
	Central Bank	2217 Milam Street Houston Texas 77002	Banking	0.6 mi		
	Walmart Supercenter	111 Yale Street Houston Texas 77007	Errand/Supplies	4.8 mi		
	Aldine Education Center	1802 Aldine Bender Road Houston Texas 77039	Business meeting	15.8 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	16 mi		
August 7, Friday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			47.2 mi
	Bagby Inc.	2516 Bagby Street Houston Texas 77006	Customer visit	0.7 mi		
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	1.3 mi		
	George Bush Intercontinental Airport	2800 North Terminal Road Houston Texas 77032	Business meeting	22.6 mi		
August 8, Saturday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			17.1 mi
	Barnett Sports Complex	6800 Fairway Drive Houston Texas 77087	Leisure time	9.5 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	7.6 mi	Personal	
August 9, Sunday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			17.1 mi
	Barnett Sports Complex	6800 Fairway Drive Houston Texas 77087	Leisure time	9.5 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	7.6 mi	Personal	
August 10, Monday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			54.1 mi
	Walmart Supercenter	111 Yale Street Houston Texas 77007	Errand/Supplies	4.3 mi		
	Bagby Inc.	2516 Bagby Street Houston Texas 77006	Customer visit	4.6 mi		
	George Bush Intercontinental Airport	2800 North Terminal Road Houston Texas 77032	Family event	22.4 mi	Personal	
August 11, Tuesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			55.9 mi
	Shell Service Station	4590 Tidwell Road Houston Texas 77016	Car service	8.8 mi		
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	9.4 mi		
	Houston Police Academy	17000 Aldine Westfield Road Houston Texas 77073	Conference, meet-up	19 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	18.7 mi		
August 12, Wednesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			28 mi
	Great Wall Supermarket	9889 Bellaire Boulevard Houston Texas 77036	Personal shopping	13.6 mi	Personal	
	Starbucks	2225 Milam Street Houston Texas 77002	Business meeting	13.3 mi	Personal	
	Texaco Houston	2111 Fannin Street Houston Texas 77002	Refueling/Charging	0.5 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	0.6 mi		

Date	Partner	Address	Trip purpose	Distance	Type	Total miles
August 13, Thursday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			61.3 mi
	George Bush Intercontinental Airport	2800 North Terminal Road Houston Texas 77032	Business meeting	23.9 mi		
	Bagby Inc.	2516 Bagby Street Houston Texas 77006	Business meeting	24.8 mi		
	Houston Zoo	6200 Hermann Park Drive Houston Texas 77030	Charity	4.8 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	7.8 mi		
August 14, Friday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			46.7 mi
	Houston Zoo	6200 Hermann Park Drive Houston Texas 77030	Charity	6.4 mi		
	Aldine Education Center	1802 Aldine Bender Road Houston Texas 77039	Business meeting	23.6 mi		
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	16.1 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	0.6 mi		
August 17, Monday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			8.1 mi
	Main Street Ltd.	1052 Main street Houston Texas 77002	Business meeting	1 mi		
	MC Gowen St @ Scott St	Houston Texas 77004	Business meeting	4.4 mi		
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	2.1 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	0.6 mi		
August 18, Tuesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			179.9 mi
	Central High School	2604 South Street Beaumont Texas 77702	Business meeting	87.3 mi	Personal	
	Barnett Sports Complex	6800 Fairway Drive Houston Texas 77087	Leisure time	85 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	7.6 mi	Personal	
August 19, Wednesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			28.2 mi
	Houston City Hall	901 Bagby Street Houston Texas 77002	Conference, meet-up	0.7 mi		
	Great Wall Supermarket	9889 Bellaire Boulevard Houston Texas 77036	Personal shopping	14 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	13.5 mi	Personal	
August 20, Thursday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			54 mi
	MC Gowen St @ Scott St	Houston Texas 77004	Business meeting	4.1 mi		
	George Bush Intercontinental Airport	2800 North Terminal Road Houston Texas 77032	Business meeting	25.3 mi		
	Bagby Inc.	2516 Bagby Street Houston Texas 77006	Business meeting	23.8 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	0.8 mi		
August 21, Friday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			184.8 mi
	Walmart Supercenter	111 Yale Street Houston Texas 77007	Errand/Supplies	4.3 mi		
	Fuel Depot	2580 South 4th Street Beaumont Texas 77701	Refueling/Charging	88.9 mi		
	Baptist Hospitals of Southeast Texas	3080 College Street Beaumont Texas 77701	Medical	1 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	90.6 mi		
August 24, Monday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			14.9 mi
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	0.8 mi		
	MC Gowen St @ Scott St	Houston Texas 77004	Family event	2.1 mi	Personal	
	Houston Zoo	6200 Hermann Park Drive Houston Texas 77030	Charity	5.2 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	6.8 mi		
August 25, Tuesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			20.5 mi
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	0.8 mi		
	Houston City Hall	901 Bagby Street Houston Texas 77002	Conference, meet-up	1.1 mi		
	Barnett Sports Complex	6800 Fairway Drive Houston Texas 77087	Sport	11 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	7.6 mi	Personal	
August 26, Wednesday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			178.6 mi
	Central High School	2604 South Street Beaumont Texas 77702	Business meeting	89.1 mi		
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	89.5 mi		
August 27, Thursday	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work			30.4 mi
	Central Business District	1401 San Jacinto Street Houston Texas 77002	Business meeting	0.8 mi		
	Great Wall Supermarket	9889 Bellaire Boulevard Houston Texas 77036	Personal shopping	15.3 mi	Personal	
	My HQ Inc.	601 Jefferson Street Houston Texas 77002	Office work	14.3 mi	Personal	

## Odometer readings

Date	Odometer reading	Notes	Cost	Amount
August 1, Saturday	25,715 mi	Beginning of the month		
August 4, Tuesday	26,203 mi	At refueling	\$42.78	18.6 gallon
August 12, Wednesday	26,513 mi	At refueling	\$29.7	13.5 gallon
August 21, Friday	26,985 mi	At refueling	\$42.86	18.8 gallon
August 31, Monday	27,321 mi	End of the month		

Monthly total mileage:	1,606 mi
<b>Total business use:</b>	<b>1,324.1 mi (82.4 %)</b>
<i>Business:</i>	\$642.73 / 1,117.8 mi
<i>Charity:</i>	\$3.61 / 25.8 mi
<i>Moving:</i>	\$0 / 0 mi
<i>Medical:</i>	\$30.69 / 180.5 mi
<b>Total personal use:</b>	<b>281.9 mi (17.6 %)</b>
<i>Commute:</i>	0 mi
<i>Personal:</i>	281.9 mi
<b>Total deductible / reimbursable expense:</b>	<b>\$677.03</b>

Standard mileage rates for the current year: Business \$0.57, Charity \$0.14, Moving \$0.17, Medical \$0.17

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Driver's signature