

# 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: **Actual expense method**

Actual fuel consumption: **23 MPG**

| Date                    | Partner                              | Address   | Trip purpose        | Distance | Type     | Total miles |
|-------------------------|--------------------------------------|---|---------------------|----------|----------|-------------|
| August 4,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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  |          |             |
|                         | 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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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,<br>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>                 | 1,117.8 mi                 |
| <i>Charity:</i>                  | 25.8 mi                    |
| <i>Moving:</i>                   | 0 mi                       |
| <i>Medical:</i>                  | 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                   |
| Monthly total refueled quantity: | 50.9 gallon                |

**Total deductible / reimbursable fuel expense: \$115.34 \* 82.4 % = \$95.04**

In addition to the cost of fuel, it is necessary to submit bills and receipts supporting the following items related to a trip (e.g. depreciation, licenses, lease payments, registration fees, insurance, repairs, oil, garage rent, tires, tolls, and parking fees).

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Driver's signature