

Mileage log

License plate number: **FN278YT**

Owner / Lessee: **Sample Inc.**

Vehicle: **Ford F150**

Address: **1066 Madison Avenue, Daytona Beach, FL 32114**

Fuel type: **Gasoline**

Driver's name: **John Smith**

Calculation basis: **Actual Expense Method**

Date	Client	Address	Trip purpose	Distance	Type	Total miles
June 6, Tuesday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			10.6 mi
	330 Orchard Street, Ormond Beach, FL 32174	330 Orchard Street, Ormond Beach, FL 32174	Business meeting	5.3 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	5.3 mi		
June 7, Wednesday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			25.6 mi
	Wendy's Daytona	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Meal/Entertain	2 mi		
	Sunoco Gas Station	300 North Ridgewood Avenue, Daytona Beach, FL 32114	Refueling/Charging	3 mi		
	5755 Stewart Avenue, Port Orange, FL 32127	5755 Stewart Avenue, Port Orange, FL 32127	Customer visit	10.4 mi		
June 9, Friday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			61.5 mi
	202 West Moody Boulevard, Bunnell, FL 32110	202 West Moody Boulevard, Bunnell, FL 32110	Banking	26 mi		
	2301 Moody Boulevard, Flagler Beach, FL 32136	2301 Moody Boulevard, Flagler Beach, FL 32136	Business meeting	7.6 mi		
	5890 State Route 100, Palm Coast, FL 32164	5890 State Route 100, Palm Coast, FL 32164	Business meeting	3.4 mi		
June 13, Tuesday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			48.8 mi
	5890 State Route 100, Palm Coast, FL 32164	5890 State Route 100, Palm Coast, FL 32164	Customer visit	24.3 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	24.5 mi		
June 15, Thursday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			233.2 mi
	19 Seafaring Path, Palm Coast, FL 32164	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.1 mi		
	5890 State Route 100, Palm Coast, FL 32164	5890 State Route 100, Palm Coast, FL 32164	Business meeting	5.3 mi		
	81 Southeast 16th Avenue, Gainesville, FL 32601	81 Southeast 16th Avenue, Gainesville, FL 32601	Business meeting	85.7 mi		
	4905 Belle Terre Parkway, Palm Coast, FL 32137	4905 Belle Terre Parkway, Palm Coast, FL 32137	Business meeting	87 mi		
June 16, Friday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			27.2 mi
	Shell	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	1.8 mi		
	Wendy's Daytona	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Meal/Entertain	2.1 mi		
	5755 Stewart Avenue, Port Orange, FL 32127	5755 Stewart Avenue, Port Orange, FL 32127	Customer visit	9.9 mi		
	Walmart Supercenter Daytona	1101 Beville Road, Daytona Beach, FL 32119	Errand/Supplies	9.5 mi		
June 20, Tuesday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			281.8 mi
	901 North Woodland Boulevard, DeLand, FL 32720	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	22.4 mi		
	US Highway 98, Frostproof Florida	US Highway 98, Frostproof, Florida 33843	Business meeting	122 mi		
	Florida Center	6877 South Kirkman Road, Orlando, Florida 32819	Business meeting	67 mi		
	Walmart Supercenter Daytona	1101 Beville Road, Daytona Beach, FL 32119	Errand/Supplies	63.5 mi		
	Sunoco Gas Station	300 North Ridgewood Avenue, Daytona Beach, FL 32114	Refueling/Charging	4 mi		
Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.9 mi			

Date	Client	Address	Trip purpose	Distance	Type	Total miles
June 21, Wednesday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			108.9 mi
	557 Wymore Road, Maitland, FL 32751	557 Wymore Road, Maitland, FL 32751	Business meeting	51.8 mi		
	901 North Woodland Boulevard, DeLand, FL 32720	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	34.7 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	22.4 mi		
June 22, Thursday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			77.3 mi
	19 Seafaring Path, Palm Coast, FL 32164	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.1 mi		
	2301 Moody Boulevard, Flagler Beach, FL 32136	2301 Moody Boulevard, Flagler Beach, FL 32136	Business meeting	8.2 mi		
	4905 Belle Terre Parkway, Palm Coast, FL 32137	4905 Belle Terre Parkway, Palm Coast, FL 32137	Business meeting	10 mi		
	202 West Moody Boulevard, Bunnell, FL 32110	202 West Moody Boulevard, Bunnell, FL 32110	Banking	9 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	26 mi		
June 26, Monday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			134.7 mi
	557 Wymore Road, Maitland, FL 32751	557 Wymore Road, Maitland, FL 32751	Business meeting	51.8 mi		
	Florida Center	6877 South Kirkman Road, Orlando, Florida 32819	Business meeting	17 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	65.9 mi		
June 29, Thursday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			14.2 mi
	Shell	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	1.8 mi		
	330 Orchard Street, Ormond Beach, FL 32174	330 Orchard Street, Ormond Beach, FL 32174	Business meeting	7.1 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	5.3 mi		
June 30, Friday	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home			374 mi
	US Highway 98, Frostproof Florida	US Highway 98, Frostproof, Florida 33843	Business meeting	132.9 mi		
	Burger King FL	14999 North Florida Avenue, Tampa, Florida 33613	Business meeting	87.3 mi		
	Sample Inc.	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	153.8 mi		

Odometer readings

Date	Odometer reading	Notes	Cost	Amount
June 1, Thursday	4,401 mi	Beginning of the month		
June 7, Wednesday	4,419 mi	At refueling	\$80.94	21.3 gallons
June 16, Friday	4,796 mi	At refueling	\$86.26	22.7 gallons
June 20, Tuesday	5,147 mi	At refueling	\$78.66	20.7 gallons
June 29, Thursday	5,513 mi	At refueling	\$81.7	21.5 gallons
June 30, Friday	5,903 mi	End of the month		

Total mileage:	1,502 mi
Total business use:	1,397.8 mi (93.1%)
<i>Business:</i>	1,397.8 mi
<i>Charity:</i>	0 mi
<i>Moving:</i>	0 mi
<i>Medical:</i>	0 mi
Total personal use:	104.2 mi (6.9%)
<i>Commute:</i>	0 mi
<i>Personal:</i>	104.2 mi
Total vehicle expenses:	\$1,083.68
<i>Total refueling expenses:</i>	\$327.56 (86.2 gallons)
<i>Total other vehicle expenses:</i>	\$756.12
Total deductible / reimbursable expense:	\$1,083.68 * 93.1% = \$1,008.91

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).

Driver's signature