Mileage log

License plate number: **FN278YT**
Vehicle: **Ford F150**
Fuel type: **Gasoline**
Calculation basis: **Actual Expense Method**

Owner / Lessee: **Sample Inc.**
Address: **1066 Madison Avenue, Daytona Beach, FL 32114**
Driver's name: **Kyle Strawinsky**

Date	Dep. time	Arrival time	Client	Address	Trip purpose	Distance	Type	Total miles
November 2, Monday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	84.1 mi
	7:07 AM	7:38 AM	**901 North Woodland Boulevard, DeLand, FL 32720**	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	23 mi	Business	
	9:00 AM	9:28 AM	**202 West Moody Boulevard, Bunnell, FL 32110**	202 West Moody Boulevard, Bunnell, FL 32110	Medical	34.3 mi	Medical	
	1:02 PM	1:31 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	26.8 mi	Business	
November 3, Tuesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	408.1 mi
	6:42 AM	6:55 AM	**Sunoco Gas Station**	300 North Ridgewood Avenue, Daytona Beach, FL 32114	Refueling/Charging	2.1 mi	Business	
	7:06 AM	7:17 AM	**Walmart Supercenter Daytona**	1101 Beville Road, Daytona Beach, FL 32119	Errand/Supplies	4.3 mi	Business	
	10:16 AM	1:32 PM	**1824 Oak Street, Sarasota, FL 34236**	1824 Oak Street, Sarasota, FL 34236	Conference, meetup	200 mi	Business	
	2:09 PM	4:13 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	201.7 mi	Business	
November 4, Wednesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	358.3 mi
	8:33 AM	8:50 AM	**2301 Moody Boulevard, Flagler Beach, FL 32136**	2301 Moody Boulevard, Flagler Beach, FL 32136	Business meeting	25.6 mi	Business	
	11:20 AM	1:53 PM	**Burger King FL**	14999 North Florida Avenue, Tampa, Florida 33613	Business meeting	180 mi	Business	
	3:14 PM	5:52 PM	**Shell**	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	151 mi	Business	
	6:03 PM	6:12 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	1.7 mi	Business	
November 5, Thursday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	10.6 mi
	7:04 AM	7:26 AM	**330 Orchard Street, Ormond Beach, FL 32174**	330 Orchard Street, Ormond Beach, FL 32174	Car maintenance	5.3 mi	Business	
	11:44 AM	11:56 AM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	5.3 mi	Business	
November 6, Friday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	61.4 mi
	7:12 AM	7:52 AM	**2301 Moody Boulevard, Flagler Beach, FL 32136**	2301 Moody Boulevard, Flagler Beach, FL 32136	Business meeting	26.7 mi	Business	
	10:45 AM	11:08 AM	**202 West Moody Boulevard, Bunnell, FL 32110**	202 West Moody Boulevard, Bunnell, FL 32110	Medical	7.9 mi	Medical	
	1:04 PM	1:39 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	26.8 mi	Business	
November 7, Saturday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	4.3 mi
	10:45 AM	10:52 AM	**Wendy's Daytona**	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Leisure time	2 mi	Personal	
	1:03 PM	1:15 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.3 mi	Business	
November 8, Sunday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	89.9 mi
	7:14 AM	7:54 AM	**19 Seafaring Path, Palm Coast, FL 32164**	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.8 mi	Business	
	10:16 AM	10:50 AM	**901 North Woodland Boulevard, DeLand, FL 32720**	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	42.4 mi	Business	
	1:08 PM	1:51 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	22.7 mi	Business	

Date	Dep. time	Arrival time	Client	Address	Trip purpose	Distance	Type	Total miles
November 9, Monday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	7.6 mi
	7:40 AM	7:56 AM	**Walmart Supercenter Daytona**	1101 Beville Road, Daytona Beach, FL 32119	Errand/Supplies	3.8 mi	Business	
	10:46 AM	10:58 AM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	3.8 mi	Business	
November 10, Tuesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	269 mi
	7:35 AM	7:49 AM	**Walmart Supercenter Daytona**	1101 Beville Road, Daytona Beach, FL 32119	Errand/Supplies	3.8 mi	Business	
	9:47 AM	11:38 AM	**US Highway 98, Frostproof Florida**	US Highway 98, Frostproof, Florida 33843	Business meeting	134.6 mi	Business	
	1:14 PM	3:12 PM	**Shell**	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	128.9 mi	Business	
	3:20 PM	3:28 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	1.7 mi	Business	
November 12, Thursday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	142.4 mi
	7:41 AM	9:29 AM	**Florida Center**	6877 South Kirkman Road, Orlando, Florida 32819	Business meeting	66.3 mi	Business	
	11:05 AM	12:16 PM	**901 North Woodland Boulevard, DeLand, FL 32720**	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	53.9 mi	Business	
	1:11 PM	1:46 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	22.2 mi	Business	
November 14, Saturday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	107.6 mi
	10:49 AM	11:41 AM	**557 Wymore Road, Maitland, FL 32751**	557 Wymore Road, Maitland, FL 32751	Family event	54.4 mi	Personal	
	1:32 PM	2:19 PM	**Wendy's Daytona**	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Leisure time	50.9 mi	Personal	
	4:50 PM	4:58 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.3 mi	Business	
November 15, Sunday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	109.7 mi
	7:07 AM	8:44 AM	**557 Wymore Road, Maitland, FL 32751**	557 Wymore Road, Maitland, FL 32751	Family event	54.4 mi	Personal	
	10:22 AM	11:15 AM	**Wendy's Daytona**	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Leisure time	50.9 mi	Personal	
	1:33 PM	1:42 PM	**Shell**	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	2.1 mi	Personal	
	1:47 PM	1:51 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.3 mi	Business	
November 16, Monday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	55.4 mi
	7:05 AM	7:51 AM	**19 Seafaring Path, Palm Coast, FL 32164**	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.8 mi	Business	
	9:36 AM	9:54 AM	**5890 State Route 100, Palm Coast, FL 32164**	5890 State Route 100, Palm Coast, FL 32164	Business meeting	5.2 mi	Business	
	12:09 PM	12:35 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	25.4 mi	Business	
November 17, Tuesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	50.5 mi
	9:52 AM	10:34 AM	**5890 State Route 100, Palm Coast, FL 32164**	5890 State Route 100, Palm Coast, FL 32164	Business meeting	25.1 mi	Business	
	12:34 PM	1:07 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	25.4 mi	Business	
November 18, Wednesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	398.8 mi
	6:44 AM	8:35 AM	**US Highway 98, Frostproof Florida**	US Highway 98, Frostproof, Florida 33843	Business meeting	137.8 mi	Business	
	8:47 PM	12:02 PM	**Shell**	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	128.9 mi	Business	
	12:28 AM	1:56 PM	**Florida Center**	6877 South Kirkman Road, Orlando, Florida 32819	Business meeting	66.8 mi	Business	
	3:18 PM	4:23 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	65.3 mi	Business	

Date	Dep. time	Arrival time	Client	Address	Trip purpose	Distance	Type	Total miles
November 19, Thursday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	70.5 mi
	7:08 AM	7:54 AM	**19 Seafaring Path, Palm Coast, FL 32164**	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.8 mi	Business	
	10:54 AM	11:20 AM	**4905 Belle Terre Parkway, Palm Coast, FL 32137**	4905 Belle Terre Parkway, Palm Coast, FL 32137	Business meeting	13.6 mi	Business	
	12:52 PM	1:37 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	32.1 mi	Business	
November 20, Friday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	53.8 mi
	8:55 AM	9:28 AM	**2301 Moody Boulevard, Flagler Beach, FL 32136**	2301 Moody Boulevard, Flagler Beach, FL 32136	Business meeting	26.7 mi	Business	
	11:20 AM	12:02 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	27.1 mi	Business	
November 21, Saturday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	107.6 mi
	5:56 AM	6:51 AM	**557 Wymore Road, Maitland, FL 32751**	557 Wymore Road, Maitland, FL 32751	Family event	54.4 mi	Personal	
	8:48 AM	9:53 AM	**Wendy's Daytona**	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Leisure time	50.9 mi	Personal	
	1:08 PM	1:21 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.3 mi	Business	
November 23, Monday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	64.1 mi
	7:57 AM	8:49 AM	**4905 Belle Terre Parkway, Palm Coast, FL 32137**	4905 Belle Terre Parkway, Palm Coast, FL 32137	Business meeting	32 mi	Business	
	11:40 AM	12:14 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	32.1 mi	Business	
November 25, Wednesday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	64.1 mi
	6:58 AM	7:55 AM	**4905 Belle Terre Parkway, Palm Coast, FL 32137**	4905 Belle Terre Parkway, Palm Coast, FL 32137	Business meeting	32 mi	Business	
	10:05 AM	10:56 AM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	32.1 mi	Business	
November 27, Friday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	78.8 mi
	7:09 AM	7:54 AM	**202 West Moody Boulevard, Bunnell, FL 32110**	202 West Moody Boulevard, Bunnell, FL 32110	Medical	25.8 mi	Medical	
	10:05 AM	10:23 AM	**5890 State Route 100, Palm Coast, FL 32164**	5890 State Route 100, Palm Coast, FL 32164	Business meeting	4.7 mi	Business	
	12:43 PM	1:22 PM	**Shell**	799 Bill France Boulevard, Daytona Beach, FL 32114	Refueling/Charging	22.9 mi	Business	
	1:29 PM	1:45 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	25.4 mi	Business	
November 29, Sunday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	107.6 mi
	10:20 AM	11:08 AM	**557 Wymore Road, Maitland, FL 32751**	557 Wymore Road, Maitland, FL 32751	Family event	54.4 mi	Personal	
	12:36 PM	1:48 PM	**Wendy's Daytona**	1444 West International Speedway Boulevard, Daytona Beach, FL 32114	Leisure time	50.9 mi	Personal	
	3:00 PM	3:16 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	2.3 mi	Business	
November 30, Monday			**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home		Business	89.9 mi
	7:14 AM	7:54 AM	**19 Seafaring Path, Palm Coast, FL 32164**	19 Seafaring Path, Palm Coast, FL 32164	Sales meeting	24.8 mi	Business	
	10:16 AM	10:50 AM	**901 North Woodland Boulevard, DeLand, FL 32720**	901 North Woodland Boulevard, DeLand, FL 32720	Conference/meet-up	42.4 mi	Business	
	1:08 PM	1:51 PM	**Sample Inc.**	1066 Madison Avenue, Daytona Beach, FL 32114	Tax home	22.7 mi	Business	

Odometer readings

Date	Odometer reading	Notes	Cost	Amount
November 1, Sunday	5,835 mi	Beginning of the month		
November 3, Tuesday	5,921 mi	At refueling	$64.00	20 gallons
November 4, Wednesday	6,683 mi	At refueling	$57.60	18 gallons
November 10, Tuesday	7,126 mi	At refueling	$65.60	20.5 gallons
November 15, Sunday	7,485 mi	At refueling	$59.20	18.5 gallons
November 18, Wednesday	7,860 mi	At refueling	$67.20	21 gallons
November 27, Friday	8,407 mi	At refueling	$60.80	19 gallons
November 30, Monday	8,631 mi	End of the month		

Total mileage:	2,796 mi
Total business use:	**2,370.9 mi (84.8%)**
Business:	2,302.9 mi
Charity:	0 mi
Moving:	0 mi
Medical:	68 mi
Total personal use:	**425.1 mi (15.2%)**
Commute:	0 mi
Personal:	425.1 mi
Total vehicle expenses:	**$976.42**
Total refueling expenses:	$374.40 (117 gallons)
Total other vehicle expenses:	$602.02

Total deductible / reimbursable expense: $976.42 * 84.8% = $828.00

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