

Mileage Tracker

Using this Mileage Tracker will help you to utilize your mileage as a tax deduction for your business. Make sure to fill out each column in its entirety.

****Tip: when you're meeting with your tax professional, bringing this document will help them figure out what kind of tax deduction you will be eligible for (if at all). Be sure to write your starting mileage in the appropriate section in the top right corner of the Mileage Tracker document.**

- START DATE:** Date in which your work related trip started.
- END DATE:** Date in which your work related trip ended.
- DESCRIPTION:** Ex: leaving and returning in one day? Multiple day trip?
- PURPOSE:** What was this work trip for?
- FROM:** Starting location of work trip.
- TO:** Ending location of work trip.
- START:** Record mileage on odometer before leaving for trip.
- FINISH:** Record mileage on odometer once you return from trip.
- TOTAL:** Figure the total amount of miles traveled for that specific work trip.

If you're needing an extra hand tracking expenses and income, reconciling accounts, or any other accounting processes, contact Aue And Company. With 10+ years of accounting throughout our building, we have the experience and expertise to handle your accounting needs!



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