

# Business Mileage Worksheet

## Rules:

Use the following three scenarios to determine how many miles you can deduct. Keep in mind the following statement: **In general, commuting to work is not deductible.**

**If you have an office or regular place of business outside your home**, you may not deduct miles commuting to and from work or to your first or from your last stop, but you may deduct mileage to drive to a temporary work place (less than one year's duration or less than 35 times a year) and mileage to and from different work locations during the day.

**If you have an office in your home that qualifies for a home office deduction**, all of your business-related mileage is deductible.

**If you work out of your home, but do not qualify for the home office deduction**, the distance between home and your first stop, and between your last stop and home, are nondeductible commuting miles.

## Tools:

The following tools might be of help if you need to reconstruct your mileage: Day planner, calendar, appointment book, smartphone mileage tracking apps, QuickBooks printouts, Google Maps.

## Sampling:

Look first for a sample time frame with accurate mileage records. If this time frame represents your mileage accurately, you can annualize it.

From \_\_\_\_\_ to \_\_\_\_\_ : miles driven \_\_\_\_\_.

## List:

An actual mileage log would produce a more complete picture. Use the list below and the tools listed above to try to reconstruct your miles.

Total miles driven for the entire year \_\_\_\_\_

Commuting to a regular place of business \_\_\_\_\_

Work-Related Trips	Miles	# of Times	Total Miles
Misc. Errands			
Temporary Work Location			
Advertising / Promo Trips			
Business / Professional Meetings			
Business Meals			
Education			
Pickup / Delivery			
Supply Purchase Trips			
Bank Trips			
Client Visits			
Post Office			
Other Local Trips			
Out of Town Trips (list city):			

Signature \_\_\_\_\_

Date \_\_\_\_\_