

Mileage log

License plate number: **NFLSNM**

Owner / Lessee: **Sample LLC**

Vehicle: **Ford Focus**

Address: **509 East Sheridan Street, Dania Beach, Florida 33004**

Fuel type: **Gasoline**

Driver's name: **John Smith**

Calculation basis: **Actual Expense Method**

Date	Time	Client	Address	Trip purpose	Distance	Type	Total miles
July 1, Monday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			14.4 mi
		5814 58th Street Ct, Tampa, FL 33619	5814 58th Street Ct, Tampa, FL 33619	Business meeting	6.7 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	7.7 mi		
July 2, Tuesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			49.7 mi
		Botanical Gardens	12520 Ulmerton Rd, Largo, FL 33774	Leisure time	25.2 mi	Personal	
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	24.5 mi		
July 5, Friday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			102.6 mi
		HOME DEPOT PLAZA	10017 US-19, Port Richey, FL 34668	Business meeting	48.6 mi		
	6:00 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	34.2 mi		
		8619 Key Biscayne Dr, Leto, FL 33614	8619 Key Biscayne Dr, Leto, FL 33614	Business meeting	8 mi		
July 9, Tuesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			194.6 mi
		4250 Green Key Rd, New Port Richey, FL	4250 Green Key Rd, New Port Richey, FL 34652	Business meeting	43.8 mi		
		Sarasota Office	950 S Tamiami Trail, Sarasota, FL 34236	Office work	82.4 mi		
July 10, Wednesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			201.2 mi
	6:00 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	11.9 mi		
		Orlando	, Orlando, FL 32819	Visit	90.3 mi		
		Winter Garden Village	3251 Daniels Rd, Winter Garden, FL 34787	Customer visit	11.1 mi		
July 15, Monday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			142.3 mi
	6:01 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	11.9 mi		
		Detwiler's Farm Market	6090 N Lockwood Ridge Rd, Sarasota, FL 34243	Delivery	68.7 mi		
July 16, Tuesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			49.9 mi
		Rodriguez	7008 Colley Rd, Odessa, FL 33556	Business meeting	25.3 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	24.6 mi		
July 18, Thursday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			187.5 mi
		1041 Legion Pl, Orlando, FL 32801 (1)	1041 Legion Pl, Orlando, FL 32801	Visit	93.4 mi		
July 19, Friday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			153.7 mi
	6:01 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	11.9 mi		
		Tamiami Trail	1889 N Tamiami Trail, Sarasota, FL 34234	Office work	74.5 mi		
July 22, Monday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			18.8 mi
		Palm River Office	6308 S 32nd Ave, Tampa, FL 33619	Business meeting	8.9 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	9.9 mi		

Date	Time	Client	Address	Trip purpose	Distance	Type	Total miles
July 23, Tuesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			50.9 mi
		McDonald's Fletcher Avenue	2205 East Fletcher Avenue, Tampa, FL 33612	Meal	11.5 mi	Personal	
		Rodriguez	7008 Colley Rd, Odessa, FL 33556	Business meeting	14.8 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	24.6 mi		
July 24, Wednesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			84.4 mi
		4941 Glenn Dr, New Port Richey, FL 34652 (9)	4941 Glenn Dr, New Port Richey, FL 34652	Business meeting	42.4 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	42 mi		
July 25, Thursday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			72 mi
	6:02 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	11.9 mi		
		Botanical Gardens	12520 Ulmerton Rd, Largo, FL 33774	Leisure time	35.6 mi	Personal	
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	24.5 mi		
July 26, Friday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			106.3 mi
		MEdley	12018 Medley Ter, Bradenton, FL 34211	Business meeting	52.5 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	53.8 mi		
July 29, Monday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			24.4 mi
	5:58 PM	Shell 5	14998 North Florida Avenue, Tampa, Florida 33613	Refueling/Charging	11.9 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	12.5 mi		
July 31, Wednesday		Home	503 W Platt St, Tampa, FL 33606	Tax Home			133.3 mi
		Tamiami Trail	1889 N Tamiami Trail, Sarasota, FL 34234	Office work	65.7 mi		
		Home	503 W Platt St, Tampa, FL 33606	Tax Home	67.6 mi		

Odometer readings

Date	Odometer reading	Notes	Cost	Amount
July 1, Monday	21,581 mi	Beginning of the month		
July 5, Friday		At refueling	\$46.24	13.6 gallons
July 10, Wednesday		At refueling	\$39.44	11.6 gallons
July 15, Monday		At refueling	\$50.32	14.8 gallons
July 19, Friday		At refueling	\$25.84	7.6 gallons
July 25, Thursday		At refueling	\$33.32	9.8 gallons
July 29, Monday		At refueling	\$55.17	15.9 gallons
July 31, Wednesday	23,167 mi	End of the month		

Total mileage:	1,586 mi
Total business use:	1,513.7 mi (95.4%)
<i>Business:</i>	1,513.7 mi
<i>Charity:</i>	0 mi
<i>Moving:</i>	0 mi
<i>Medical:</i>	0 mi
Total personal use:	72.3 mi (4.6%)
<i>Commute:</i>	0 mi
<i>Personal:</i>	72.3 mi
Total vehicle expenses:	\$984.33
<i>Total refueling expenses:</i>	\$250.33 (73.3 gallons)
<i>Total other vehicle expenses:</i>	\$734.00
Total deductible / reimbursable expense:	\$984.33 * 95.4% = \$939.05

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