

Mileage Log Template: Vehicle Trip Record

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Vehicle, driver, and period

PERIOD START DATE	PERIOD END DATE
TAX YEAR OR LOG YEAR	DRIVER NAME
EMPLOYEE OR DRIVER ID	MODEL YEAR
MAKE	MODEL
BODY TYPE	VIN
LICENSE PLATE	UNIT OR FLEET NUMBER
ODOMETER AT START OF PERIOD	DATE PLACED IN BUSINESS USE
WHAT THIS LOG COVERS	USUAL HOME OR START LOCATION

☐ This page is a trip mileage log, not a fuel log and not a CMV hours-of-service (RODS) log.

Trip 1

TRIP 01 DATE	TRIP 01 START MILES
TRIP 01 END MILES	TRIP 01 MILES DRIVEN
TRIP 01 START LOCATION	TRIP 01 END LOCATION
TRIP 01 USE	TRIP 01 BUSINESS PURPOSE
TRIP 01 NOTES	

Trip 2

TRIP 02 DATE	TRIP 02 START MILES
TRIP 02 END MILES	TRIP 02 MILES DRIVEN
TRIP 02 START LOCATION	TRIP 02 END LOCATION

TRIP 02 USE

TRIP 02 BUSINESS PURPOSE

TRIP 02 NOTES

Trip 3

TRIP 03 DATE

TRIP 03 START MILES

TRIP 03 END MILES

TRIP 03 MILES DRIVEN

TRIP 03 START LOCATION

TRIP 03 END LOCATION

TRIP 03 USE

TRIP 03 BUSINESS PURPOSE

TRIP 03 NOTES

Trip 4

TRIP 04 DATE

TRIP 04 START MILES

TRIP 04 END MILES

TRIP 04 MILES DRIVEN

TRIP 04 START LOCATION

TRIP 04 END LOCATION

TRIP 04 USE

TRIP 04 BUSINESS PURPOSE

TRIP 04 NOTES

Trip 5

TRIP 05 DATE

TRIP 05 START MILES

TRIP 05 END MILES

TRIP 05 MILES DRIVEN

TRIP 05 START LOCATION

TRIP 05 END LOCATION

TRIP 05 USE

TRIP 05 BUSINESS PURPOSE

TRIP 05 NOTES

Trip 6

TRIP 06 DATE

TRIP 06 START MILES

TRIP 06 END MILES

TRIP 06 MILES DRIVEN

TRIP 06 START LOCATION

TRIP 06 END LOCATION

TRIP 06 USE

TRIP 06 BUSINESS PURPOSE

TRIP 06 NOTES

Trip 7

TRIP 07 DATE

TRIP 07 START MILES

TRIP 07 END MILES

TRIP 07 MILES DRIVEN

TRIP 07 START LOCATION

TRIP 07 END LOCATION

TRIP 07 USE

TRIP 07 BUSINESS PURPOSE

TRIP 07 NOTES

Trip 8

TRIP 08 DATE

TRIP 08 START MILES

TRIP 08 END MILES

TRIP 08 MILES DRIVEN

TRIP 08 START LOCATION

TRIP 08 END LOCATION

TRIP 08 USE

TRIP 08 BUSINESS PURPOSE

TRIP 08 NOTES

Trip 9

TRIP 09 DATE

TRIP 09 START MILES

TRIP 09 END MILES

TRIP 09 MILES DRIVEN

TRIP 09 START LOCATION

TRIP 09 END LOCATION

TRIP 09 USE	TRIP 09 BUSINESS PURPOSE
TRIP 09 NOTES	

Trip 10	
TRIP 10 DATE	TRIP 10 START MILES
TRIP 10 END MILES	TRIP 10 MILES DRIVEN
TRIP 10 START LOCATION	TRIP 10 END LOCATION
TRIP 10 USE	TRIP 10 BUSINESS PURPOSE
TRIP 10 NOTES	

Trip 11	
TRIP 11 DATE	TRIP 11 START MILES
TRIP 11 END MILES	TRIP 11 MILES DRIVEN
TRIP 11 START LOCATION	TRIP 11 END LOCATION
TRIP 11 USE	TRIP 11 BUSINESS PURPOSE
TRIP 11 NOTES	

Trip 12	
TRIP 12 DATE	TRIP 12 START MILES
TRIP 12 END MILES	TRIP 12 MILES DRIVEN
TRIP 12 START LOCATION	TRIP 12 END LOCATION
TRIP 12 USE	TRIP 12 BUSINESS PURPOSE
TRIP 12 NOTES	

Period totals

PERIOD START MILES

TOTAL MILES THIS PERIOD

COMMUTING MILES

PERSONAL MILES (COMMUTING PLUS OTHER)

PERIOD END MILES

BUSINESS MILES

OTHER PERSONAL MILES

IRS OPTIONAL RATE PERIOD LOOKED UP

Certification and sign-off

- ☐ I certify that these entries were recorded at or near the time of each trip and that the miles, destinations, and purposes are accurate to the best of my knowledge.
- ☐ Written evidence exists for this mileage record (paper, this PDF, or an electronic copy). Schedule C asks whether evidence is written.

COMMENTS

PRINTED NAME

DATE SIGNED

DRIVER OR KEEPER SIGNATURE

Reference only. Verify against the vehicle OEM procedure and applicable regulations.