



## 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, Quickbooks printouts, Mapquest.

**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
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:** \_\_\_\_\_

**Total Business Miles:** \_\_\_\_\_.