

# AUTO MILEAGE LOG

## Instructions & Tips (See example on reverse):

- ❑ Fill in the month at the top of each page – January to December and the Year
- ❑ Enter your starting odometer reading as of January 1<sup>st</sup> on the Yearly Summary page at the back of the Mileage Log book in Box 'B'
- ❑ Enter your odometer reading for the 1<sup>st</sup> day of January (or the current month) at the bottom of the monthly page under Odometer Start
- ❑ Each day as you leave to do business enter the odometer reading under Odometer Start
- ❑ Each day as you finish driving for business enter the odometer reading under Odometer End
- ❑ Calculate how many KM's you drove for business that day and enter that number under Business KM
- ❑ The next day record your Odometer Start for business and then calculate how many personal KM's you drove since the day before and record that under Personal KM for the previous day
- ❑ On the last day of the month, enter your end of day odometer reading at the bottom of the monthly page under Odometer End
- ❑ Record your totals for the month on the last page of the Mileage Log book
- ❑ Keep all of your automobile receipts e.g. gas receipts, insurance, repairs, etc. for the year and enter the totals on the last page of the Mileage Log book at the end of the year for tax calculations

Keeping an accurate mileage log is a requirement for any of us who use our vehicles for business purposes and write off a portion to save tax dollars!

Please do not hesitate to e-mail or call us should you have any questions or comments.

Jane Veldhoven, CEO



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