



DP Financial & Tax, Inc.

4775 E. 91st Street South, Suite 200 • Tulsa, OK 74137

Phone: (918) 392-7879 • Fax: (918) 392-7079

Business Mileage Log

Tax Year _____

	Auto #1	Auto #2
Auto Owner Name	_____	_____
Employee Name (if personal usage of company auto)	_____	_____
Vehicle Description	_____	_____
Date Placed in Service	_____	_____
Value as of Date Placed in Service	_____	_____
Total Miles During Year*	_____	_____
Business Miles	_____	_____
Personal Miles / Commuting**	_____	_____
Date Removed From Service	_____	_____
Beginning Odometer	_____	_____
Ending Odometer	_____	_____

**For employee usage of business vehicle, total miles may be calculated from 11/1 of the prior year to 10/31 of the current year*

***Commuting mileage is mileage between your home and your main or regular place of work. Commuting is not a business expense.*

I verify that the above information is true and accurate to the best of my knowledge. I am aware that the law requires that I substantiate the expenses with adequate records or evidence to support my statement.

Signature

Date

Company Name