

# Mileage Log

IRS business mileage record — tax year 2026 — Filled example

Name

Vehicle (make, model, plate)

| Date       | Start location            | Destination               | Business purpose              | Odometer start | Odometer end | Miles | Business / Personal | Vehicle                |
|------------|---------------------------|---------------------------|-------------------------------|----------------|--------------|-------|---------------------|------------------------|
| 07/06/2026 | Home office, Austin       | Client office, Round Rock | Quarterly review — Baker & Co | 41,210         | 41,232       | 22    | Business            | Toyota RAV4 · ABC-1234 |
| 07/06/2026 | Client office, Round Rock | Home office, Austin       | Return from client review     | 41,232         | 41,254       | 22    | Business            | Toyota RAV4 · ABC-1234 |
| 07/08/2026 | Home office, Austin       | Supplier, San Marcos      | Collect sample stock          | 41,254         | 41,285       | 31    | Business            | Toyota RAV4 · ABC-1234 |
| 07/08/2026 | Supplier, San Marcos      | Grocery store, Kyle       | Personal errand               | 41,285         | 41,297       | 12    | Personal            | Toyota RAV4 · ABC-1234 |
| 07/10/2026 | Home office, Austin       | Bank, downtown Austin     | Deposit client checks         | 41,297         | 41,305       | 8     | Business            | Toyota RAV4 · ABC-1234 |

Business miles: 83 mi · Total: 95 mi · IRS business rate 76¢ from 1 July 2026 (72.5¢ from 1 January to 30 June 2026). Use the rate for each trip's date.

- Record each trip when it happens: date, destination, business purpose and miles.
- Commuting from home to a regular workplace is personal, not business.
- Keep the log with your tax records for at least three years after filing.

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Vehicle (make, model, plate)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_