

Vehicle Mileage Summary

Company Name: _____

Employee Name: _____

What time period have you recorded mileage for?

December 1 thru November 30

OR

January 1 thru December 31

<u>Vehicles:</u> <u>Year, Make, Model</u>	<u>Business</u> <u>Miles</u>	<u>Personal</u> <u>Miles</u>	<u>Vehicle</u> <u>Owned By:</u>
1) _____	_____	_____	<input type="checkbox"/> Personal <input type="checkbox"/> Company
2) _____	_____	_____	<input type="checkbox"/> Personal <input type="checkbox"/> Company

For Company Owned Vehicles

Do you maintain a written policy statement that: (specify Yes or No)

1. Prohibits all personal use of vehicles, including commuting, by your employees? _____
2. Prohibits all personal use of vehicles, except commuting, by your employees? _____
3. Treat all use of vehicles by employees as personal use? _____

We would like to emphasize the importance of being able to substantiate the business use of a vehicle with adequate, preferably written, records. **Without a mileage or use log, the IRS will disallow all of the business deductions for that vehicle.**

I HEREBY ATTEST THAT THE INFORMATION LISTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Employee Signed

Dated