YOUR BUSINESS MILEAGE LOG

A full-year tracking workbook for business-related vehicle trips.

ONE TRIP. ONE LINE. KEEP THE DETAILS.

Record your date, route, business reason, odometer readings and miles.

Use the monthly totals to complete the year-end summary.

WHAT IS INSIDE

01 **Vehicle details**
Record business-use information

02 **12 monthly logs**
40 trip entries per month / 480 total

03 **Monthly mileage recap**
Track monthly business and other miles

04 **Year-end summary**
Bring your organized records to tax prep

QUICK REMINDERS

- Log trips close to when they happen and keep supporting records.
- Business mileage is not the same as personal or ordinary commuting mileage.
- If you use multiple vehicles, keep a separate record for each.

General recordkeeping resource only. Deduction eligibility depends on your facts and IRS rules.
Not every work-related drive qualifies as deductible business mileage.

SET UP YOUR MILEAGE RECORD

Complete one vehicle record for each vehicle you use for business.

NAME / BUSINESS

TAX YEAR

VEHICLE YEAR / MAKE / MODEL

LICENSE PLATE (OPTIONAL)

DATE PLACED IN BUSINESS USE

ODOMETER: START OF YEAR

ODOMETER: END OF YEAR

BUSINESS-USE START DATE (IF DIFFERENT)

KEEP THE FOLLOWING INFORMATION

- Your trip entries, calendars, work orders, and relevant receipts.
- Your total miles for the year, including nonbusiness miles.
- Any records needed to support a business-purpose explanation.

TIP Use additional copies of monthly pages if you drive more than 40 trips.

JANUARY 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

JANUARY 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

JANUARY 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

FEBRUARY 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

FEBRUARY 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

FEBRUARY 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

_____

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

_____

MONTHLY BUSINESS MILES - PAGES 1 + 2

_____

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

_____

ALL MILES DRIVEN THIS MONTH

_____

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

MARCH 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

MARCH 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

MARCH 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

APRIL 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

APRIL 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

APRIL 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

MAY 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

MAY 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

MAY 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

JUNE 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

JUNE 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

JUNE 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

JULY 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

JULY 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

JULY 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

AUGUST 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

AUGUST 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

AUGUST 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

SEPTEMBER 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

SEPTEMBER 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

SEPTEMBER 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

OCTOBER 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

OCTOBER 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

OCTOBER 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

NOVEMBER 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

NOVEMBER 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

NOVEMBER 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

_____

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

_____

MONTHLY BUSINESS MILES - PAGES 1 + 2

_____

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

_____

ALL MILES DRIVEN THIS MONTH

_____

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

DECEMBER 2026 / TRIP LOG

Page 1 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Miles per trip = ending odometer - starting odometer.

DECEMBER 2026 / TRIP LOG

Page 2 of 2 | 20 trip entries | Keep specific, accurate business purposes.

NAME / BUSINESS _____

VEHICLE _____

DATE	FROM / TO	BUSINESS PURPOSE	START ODO	END ODO	MILES

TOTAL BUSINESS MILES (THIS PAGE) _____

Transfer both page totals to your monthly recap on the next page.

DECEMBER 2026 / MONTHLY RECAP

Add both trip-log pages, then capture other vehicle miles for the month.

TOTAL BUSINESS MILES - TRIP LOG PAGE 1

TOTAL BUSINESS MILES - TRIP LOG PAGE 2

MONTHLY BUSINESS MILES - PAGES 1 + 2

OTHER / PERSONAL MILES (INCLUDING COMMUTING)

ALL MILES DRIVEN THIS MONTH

MONTHLY RECORD CHECK

Have you logged each business trip and kept enough detail to explain why?

Notes / missing trips: _____

Recordkeeping tip: business-purpose descriptions should be specific (for example, "deliver customer order" rather than just "work").

YOUR 2026 YEAR-END SUMMARY

Transfer your monthly recaps here to see the full year at a glance.

NAME / BUSINESS _____

VEHICLE _____

MONTH	BUSINESS MILES	OTHER MILES	ALL MILES
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
ANNUAL TOTAL			

START OF YEAR ODOMETER _____

END OF YEAR ODOMETER _____

BEFORE YOU FILE

Use this page to keep notes and questions for your tax preparer.

A FEW THINGS TO KEEP IN MIND

A mileage log supports recordkeeping; it does not guarantee a deduction.

Your deduction method and business-use eligibility depend on your situation.

TRIPS / MILEAGE NOTES

QUESTIONS FOR YOUR TAX PREPARER

D-XIRE

ELITE TAX

YOUR MILEAGE IS ORGANIZED. LET'S TALK TAXES.

Your miles are tracked.
Now get ready for tax time.

Make tax season feel less overwhelming with clear steps and real support.

VIRTUAL TAX PREPARATION

W-2 | 1099 & self-employment | Mixed income

Families, dependents, life changes, and more.

READY TO GET ORGANIZED FOR FILING?

Visit dxireelitetax.com to explore free resources,
learn how virtual filing works, and join the 2027 waitlist.

JOIN THE 2027 TAX PREP WAITLIST

WEBSITE
dxireelitetax.com

QUESTIONS?
info@dxireelitetax.com

Real support. Clear explanations.

General information only. Services and eligibility depend on your individual facts.

Tax tips that make sense.
Follow D-XIRE Elite Tax.

Keep up with tax education, reminders, and free resources.

TIKTOK

@dxireelitetaxx

INSTAGRAM

@dxire_elitetax

GET READY FOR THE 2027 FILING SEASON

Explore the free tax checklists and educational resources available at dxireelitetax.com.

D-XIRE ELITE TAX

Tax prep for real life.