Mileage Log

Free printable from Simple Money Sheets

Name ____________________ Vehicle ___________________ Month ____________________ Year ______________________

Odometer at the start of the year (or first business use) _________ at the end of the year _________

Date	Destination (from - to)	Business purpose	Odometer start	Odometer end	Business miles	Parking, tolls $
				Sheet totals		

2026 IRS business rate: 72.5 cents a mile Jan 1 - Jun 30, 76 cents a mile Jul 1 - Dec 31. Commuting (home to your regular workplace) is not business mileage.

How to fill in the mileage log

What to write for each business trip

Publication 463 (chapter 5) lists what a car-expense record should show: the date you used the car, your business destination, the business purpose, and the mileage for each business use. It also asks for the total miles you drove the car during the year. Each row of the sheet has a place for all of them.

Write it down at or near the time

A record made at or near the time of the trip carries more weight than one rebuilt later. Publication 463 says a log kept on a weekly basis that accounts for use during the week is considered timely kept.

Odometer readings

Write the odometer reading on January 1 (or when you start using the car for business) and on December 31. Total miles for the year = end reading minus start reading. Schedule C (Part IV) asks for business, commuting, and other miles separately.

Parking fees and tolls

Business parking fees and tolls can be deducted in addition to the standard mileage rate. Parking at your regular place of work is a commuting cost and doesn't count.

Commuting is not business mileage

Driving between home and your regular place of work is personal commuting, even if you work during the drive.

2026 rates

2026 IRS business rate: 72.5 cents a mile Jan 1 - Jun 30, 76 cents a mile Jul 1 - Dec 31. Business miles x the rate, plus business parking and tolls, is the deduction. The free mileage deduction calculator on our site does the math for both periods.

How long to keep the sheets

Generally 3 years from the date you file the return that claims the deduction.

Sources: IRS Publication 463 (2025), chapter 5; Schedule C (Form 1040) 2026, Part IV; IRS news releases IR-2025-128 and IR-2026-29 (2026 rates).

A place to keep your own records, not tax advice. Keeping it doesn't guarantee a deduction will be allowed; check the current IRS instructions for the year you file. Prepared with the help of an AI assistant and checked against the IRS documents listed. Free to print and copy for your own use.

More free tax calculators and printables: https://jesse-py.github.io/simple-money-sheets/printable-tax-logs/