

Vehicle Mileage Log

Keep a contemporaneous mileage record in the vehicle, which is the kind that stands up, rather than one reconstructed at the year end.

Journey by journey — date, purpose, start and end odometer — with business and private kept apart.

NO RATES PRINTED — CHECK YOUR OWN AUTHORITY

No mileage rates are printed on this sheet. Rates are set by tax authorities, differ by country and vehicle, and change from year to year. Whether a journey counts as business, what records you must keep and for how long are also questions for your own tax authority or accountant, not for a printable.

HOW TO USE THIS SHEET

- 1 Fill it in in the vehicle, at the end of the journey. A log reconstructed at the year end is the one that gets challenged.
- 2 Record the purpose in enough detail that it means something to somebody else in two years: who you saw, not just 'meeting'.
- 3 Note the odometer at the start and end of the period as well, so the total can be reconciled.

Vehicle

Registration

Driver

Period from

to

Odometer at start of period

Odometer at end of period

Units

Date	From	To	Purpose and who was seen	Start odo	End odo	Business	Private	Parking and tolls

Business total this sheet

Private total

Signed