# Vehicle Mileage Log

| Date | Type Code/Reason | Odometer Start | Odometer End | Total Miles |
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One entry per day is generally adequate if you drive the vehicle for business purposes throughout the day.  Stopping for lunch or other personal business such as picking up laundry along the way does not require a separate entry.

Odometer From:_____  To:_____

Date From:_____ To:_____

List the business purpose/reason in the type column.  Suggested codes:
SC=Sales Call
BE=Business Errand
PD=Pick Up or Delivery
_____=_____
_____=_____
_____=_____
_____=_____

| Date | Tolls | Parking | Phone |
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Tip:  On the daily log, list only your odometer's last four digits.