

**Daily Business Mileage and Expense Log**

| Date                  | Destination<br>(City, Town, or Area) | Business Purpose | Odometer Readings |      |                    | Expenses                        |        |
|-----------------------|--------------------------------------|------------------|-------------------|------|--------------------|---------------------------------|--------|
|                       |                                      |                  | Start             | Stop | Miles<br>this trip | Type<br>(Gas, oil, tolls, etc.) | Amount |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       |                                      |                  |                   |      |                    |                                 |        |
|                       | Weekly<br>Total                      |                  |                   |      |                    |                                 |        |
| Total<br>Year-to-Date |                                      |                  |                   |      |                    |                                 |        |

**Weekly Traveling Expense and Entertainment Record**

| Expenses  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|---|--------|--------|---------|-----------|----------|--------|----------|-------|
| <b>1. Travel Expenses:</b>  |        |        |         |           |          |        |          |       |
| Airlines  |        |        |         |           |          |        |          |       |
| Excess Baggage  |        |        |         |           |          |        |          |       |
| Bus – Train   |        |        |         |           |          |        |          |       |
| Cab and Limousine   |        |        |         |           |          |        |          |       |
| Tips  |        |        |         |           |          |        |          |       |
| <b>2. Meals and Lodging:</b>  |        |        |         |           |          |        |          |       |
| Breakfast   |        |        |         |           |          |        |          |       |
| Lunch   |        |        |         |           |          |        |          |       |
| Dinner  |        |        |         |           |          |        |          |       |
| Hotel -- Name and City  |        |        |         |           |          |        |          |       |
| <b>3. Entertainment</b> (details in Schedule B below)   |        |        |         |           |          |        |          |       |
| <b>4. Other Expenses:</b>   |        |        |         |           |          |        |          |       |
| Postage   |        |        |         |           |          |        |          |       |
| Telephone   |        |        |         |           |          |        |          |       |
| Stationery & Printing   |        |        |         |           |          |        |          |       |
| Secretarial   |        |        |         |           |          |        |          |       |
| Fees  |        |        |         |           |          |        |          |       |
| Advertising   |        |        |         |           |          |        |          |       |
| Supplies  |        |        |         |           |          |        |          |       |
| Gifts (maximum \$25/person)   |        |        |         |           |          |        |          |       |
| <b>5. Car Expenses:</b> (List all car expenses - the division between business and personal expenses may be made at the end of the year.) (Details in Schedule A below) |        |        |         |           |          |        |          |       |
| Gas, oil, lube, wash  |        |        |         |           |          |        |          |       |
| Repairs, parts  |        |        |         |           |          |        |          |       |
| Tires, supplies   |        |        |         |           |          |        |          |       |
| Parking fees, tolls   |        |        |         |           |          |        |          |       |
| <b>6. Other</b> (Identify)  |        |        |         |           |          |        |          |       |
| <b>Total</b>  |        |        |         |           |          |        |          |       |

**Schedule A – Car**

|                         |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|
| <b>Mileage: End</b>     |  |  |  |  |  |  |  |  |
| Start                   |  |  |  |  |  |  |  |  |
| Total                   |  |  |  |  |  |  |  |  |
| <b>Business Mileage</b> |  |  |  |  |  |  |  |  |

**Schedule B – Entertainment**

| Date | Item | Place | Amount | Business Purpose | Business Relationship |
|------|------|-------|--------|------------------|-----------------------|
|      |      |       |        |                  |                       |
|      |      |       |        |                  |                       |

**WEEKLY REIMBURSEMENTS:**

Travel and transportation expenses  
 Other reimbursements  
**TOTAL**