

## 2024 Summary of Vehicle Information

Company Name: \_\_\_\_\_

If you kept an auto mileage log to substantiate business miles, you may be able to deduct a portion of automobile expenses or mileage (whichever is higher) as a business expense. Using your written mileage log, please fill out the following worksheet. ***If a written mileage log was not kept, draw a line through this form and leave blank. You cannot deduct any vehicle expenses.***

|   | Vehicle 1   | Vehicle 2   |
|---|---|---|
| Description of Vehicle (Year & Make)  |   |   |
| Date Placed in Service (if this is a new year, enclose purchase documents)  |   |   |
| Name of Driver  |   |   |
| Odometer Reading – Beginning of Year  |   |   |
| Odometer Reading – End of Year  |   |   |
| Total Miles Driven This Year  |   |   |
| Total Business Miles  |   |   |
| Total Commuting Miles (If you have a home office, these are deductible. If you have a business location outside of the home, these are considered personal miles) |   |   |
| Total Other Personal Miles (non-commuting)  |   |   |
| Was the vehicle available for personal use?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Was another vehicle available for personal use?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Does an adequate record exist to justify business miles?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Is the record/evidence written?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

I declare that I have examined this information, and to the best of my knowledge and belief it is true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*General substantiation rules: The following elements of auto expenditures must be substantiated by adequate records or by sufficient evidence: (a) the amount and date of each separate expenditure, (b) the mileage and date of each use, and (c) the business purpose of each expenditure and use. Adequate records or sufficient evidence may include account books, diaries, logs, receipts, paid bills, trip sheets, expense reports.*