



THE ACCOUNTANCY

forward thinking for your financial future

Fast Food Manager's Mileage Worksheet

To assist you in maximizing your deductions we have set up guidelines to help you arrive at miles driven during the year for business purposes. Be as specific as possible. Due to the high cost of gasoline and other services, it may be wiser to itemize than to take the standard deduction. Save all receipts in connection with the operation of your vehicle. If you have any doubts or questions, please call us.

1. Name: _____

2. Type of Business: _____

3. Name of Company: _____

4. Position Held: _____

5. List your beginning and ending mileage for each automobile:

Car A	_____	Car B	_____	Car C	_____
Ending	_____	Ending	_____	Ending	_____
Beginning	_____	Beginning	_____	Beginning	_____
Total Miles	_____	Total Miles	_____	Total Miles	_____

6. In itemizing your vehicle costs we will need the purchase or lease statement and documentation of the following (Obtain a minimum of 2 repair or service bills, showing odometer reader for the current year):

	Car A	Car B	Car C		Car A	Car B	Car C
Insurance	_____	_____	_____	Oil Changes	_____	_____	_____
License Fees	_____	_____	_____	Tune Ups	_____	_____	_____
Tires, Batteries	_____	_____	_____	Brakes	_____	_____	_____
				Other Repairs	_____	_____	_____

Additional Information needed:

Miles per Gallon	_____	_____	_____	Parking	_____	_____	_____
				Page 3	_____	_____	_____
				Page 4	_____	_____	_____
				Page 5	_____	_____	_____
				Page 6	_____	_____	_____
				Total Mileage:	_____	_____	_____



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7. Banking Facilities:			
a. Normal Banking Business	_____	_____	_____
b. Special Trips for Coin	_____	_____	_____
c. Special Training for Night Depository Procedure	_____	_____	_____
d. Night Deposits	_____	_____	_____
e. Other	_____	_____	_____
8. Main Office or Commissary:			
a. Pick up Food	_____	_____	_____
b. Pick up Supplies	_____	_____	_____
c. Pick up Payroll	_____	_____	_____
d. Pick up Checks – When employees are terminated	_____	_____	_____
e. Weekly Reports	_____	_____	_____
f. Special meetings with Dist. Managers or Supervisors	_____	_____	_____
g. Personnel Office	_____	_____	_____
h. Training Meetings, New Procedures, etc.	_____	_____	_____
i. Special use of Office Equipment, Xerox, etc.	_____	_____	_____
j. Special trips to security office to screen employees	_____	_____	_____
k. Coordinator – Trips to Airports	_____	_____	_____
l. Other	_____	_____	_____
9. Meetings:			
a. Monthly meetings held by Coordinator or Supervisor	_____	_____	_____
b. Meetings held for Assistant Manager and Employees	_____	_____	_____
c. Advertising Meetings	_____	_____	_____
d. Manager Development Program	_____	_____	_____
e. Special meetings held by Mngrs. without Supv./Coordinator	_____	_____	_____
f. Helping other Managers on the ‘Buddy System’ with similar problems	_____	_____	_____
g. Other	_____	_____	_____



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10. Assisting Supervisor/Coordinator by:			
a. Delivering Payroll	_____	_____	_____
b. Inspections of stores in the district	_____	_____	_____
c. Shopping other stores in the district (Competitive/Comparative Shopping)	_____	_____	_____
d. Helping other Managers interview prospective employees	_____	_____	_____
e. Helping other Managers run their stores in emergency	_____	_____	_____
f. Taking key employees of the district to another store, have them watch the operation	_____	_____	_____
g. Other	_____	_____	_____
11. Employee Relations:			
a. Transporting Employees to:			
i. Work	_____	_____	_____
ii. Home (special trip)	_____	_____	_____
iii. Special Events	_____	_____	_____
iv. Emergencies	_____	_____	_____
b. Training			
i. Shopping Trips	_____	_____	_____
ii. Commissary Tour	_____	_____	_____
iii. Other Stores	_____	_____	_____
c. Activities			
i. Parties, Weddings, Gifts, Ball Games, etc Special Breakfast/ Lunch/Dinner	_____	_____	_____
d. Other	_____	_____	_____
12. Intra-Store Situations			
a. Borrowing Food			
b. Repayment of Food or Supplies (List each store individually)			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____



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13. Miscellaneous Items:			
a. Trips to the Laundry	_____	_____	_____
b. Uniform Purchases	_____	_____	_____
c. Stores			
i. Department	_____	_____	_____
ii. Warehouse	_____	_____	_____
iii. Grocery	_____	_____	_____
iv. Hardware	_____	_____	_____
v. Post Office	_____	_____	_____
vi. Other	_____	_____	_____
14. Store Activity:			
a. Security Checks	_____	_____	_____
b. Inspections	_____	_____	_____
c. Emergency Closing	_____	_____	_____
d. Other	_____	_____	_____
15. Special Activity Miles:			
a. Committees	_____	_____	_____
b. Promotion & Advertising	_____	_____	_____
c. Community Activities	_____	_____	_____
d. Business Associations	_____	_____	_____
e. Clean Up Campaigns	_____	_____	_____
f. Sponsorships – Little League, Pop Warner Football	_____	_____	_____
g. Sponsorships – High School, Charity Function	_____	_____	_____
h. Other	_____	_____	_____
16. Unpleasant, but Necessary:			
a. Trips to local Police Dept. in the event of robbery	_____	_____	_____
b. Trips to City Hall – Noise Complaint, etc.	_____	_____	_____
c. Trips to home of unsatisfied customers	_____	_____	_____
d. Other	_____	_____	_____



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17. Emergency Situations:			
a. Rushing customer/employee to Hospital or ER	_____	_____	_____
b. Taking ill employee home	_____	_____	_____
c. Other	_____	_____	_____
18. Other use of Auto for Business Purposes:			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____