



THE ACCOUNTANCY

forward thinking for your financial future

Sales Personnel Mileage Worksheet

Name: _____

Type of Business: _____

Name of Company: _____

Position Held: _____

	Total Miles
1. To Clients Place of Business	_____
2. To Pick up Supplies	_____
3. For Entertaining Purposes	_____
4. Out of Town Trips to Clients (Including Airport)	_____
5. For Seminars and Conventions	_____
6. Miscellaneous _____	_____
(State Purpose) _____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total Miles	_____

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	_____

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 _____

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