

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day 1   2   3
Bus/Resid/Rental (r)	
Investment (i)	
Personal (p)	End Odometer
Commuting (c)	Beg Odometer
Total miles	Total miles

## Notes

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# Tax Diary System

# 1

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)		Circle vehicle number driven this day	
Bus/Resid/Rental (r)			1 2 3
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

## Notes

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# Tax Diary System

# 2

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System

# 3

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		

Total miles this day

Business (b)		Circle vehicle number driven this day	
BusResidRental (r)			1 2 3
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

## Notes

# Tax Diary System

# 4

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		

Total miles this day

Business (b)		Circle vehicle number driven this day	
BusResidRental (r)			1 2 3
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

## Notes

# Tax Diary System

# 5

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Where

Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day 1   2   3
BusResidRental (r)	
Investment (i)	
Personal (p)	End Odometer
Commuting (c)	Beg Odometer
Total miles	Total miles

## Notes

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# Tax Diary System

# 6

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System

# 7

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)  
 Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

## Meals

Who  
 Where  
 Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
 To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System

# 8

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_



## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System

# 9

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 10

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 11

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

1
2
3
4
5
6

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		

<b>Total miles this day</b>			
Business (b)		Circle vehicle number driven this day 1 2 3	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

### Notes

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# Tax Diary System 12

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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### Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

### Travel

Where (city)  
 Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

### Meals

Who  
 Where  
 Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

### Miscellaneous

For business gifts record To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	bri pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

# Tax Diary System 13

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 14

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)  
 Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

## Meals

Who  
 Where  
 Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 15

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 16

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_



## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
BusResidRental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 17

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
BusResidRental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 18

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 19

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 20

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 21

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 22

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

1
2
3
4
5
6

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)		Circle vehicle number driven this day	
BusResidRental (r)			1 2 3
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

### Notes

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# Tax Diary System 23

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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### Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

### Travel

Where (city)

Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

### Meals

Who

Where

Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

### Miscellaneous

For business gifts record  
To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 24

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record  
To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_



## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 25

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Where

Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 26

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 27

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_

Vehicle 2 expenses \_\_\_\_\_

Vehicle 3 expenses \_\_\_\_\_

Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day 1   2   3
Bus/Resid/Rental (r)	
Investment (i)	
Personal (p)	End Odometer
Commuting (c)	Beg Odometer
Total miles	Total miles

## Notes

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# Tax Diary System 28

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 29

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Why (business reason)

Air/rail/boat \_\_\_\_\_  
 Rental car/bus/taxi \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Tips, laundry, other \_\_\_\_\_  
 Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Where

Why

Travel breakfast \_\_\_\_\_  
 Travel lunch \_\_\_\_\_  
 Travel dinner \_\_\_\_\_  
 Travel snacks/drinks \_\_\_\_\_  
 Client meals \_\_\_\_\_  
 Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Why

Supplies \_\_\_\_\_  
 Postage \_\_\_\_\_  
 Business gifts \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_  
 Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1   2   3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

## Notes

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# Tax Diary System 30

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Where

Travel lunch \_\_\_\_\_

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

## To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

## Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
<b>Total miles this day</b>		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

## Notes

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# Tax Diary System 31

Circle month

Circle day

Jan Feb Mar Apr May Jun  
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed  
Thu Fri Sat

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## Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses \_\_\_\_\_  
 Vehicle 2 expenses \_\_\_\_\_  
 Vehicle 3 expenses \_\_\_\_\_  
 Parking/tolls \_\_\_\_\_

## Travel

Where (city)

Air/rail/boat \_\_\_\_\_

Why (business reason)

Rental car/bus/taxi \_\_\_\_\_

Lodging \_\_\_\_\_

Tips, laundry, other \_\_\_\_\_

Total trv day (no meals) \_\_\_\_\_

## Meals

Who

Travel breakfast \_\_\_\_\_

Travel lunch \_\_\_\_\_

Where

Travel dinner \_\_\_\_\_

Why

Travel snacks/drinks \_\_\_\_\_

Client meals \_\_\_\_\_

Total meals \_\_\_\_\_

## Miscellaneous

For business gifts record To whom

Supplies \_\_\_\_\_

Postage \_\_\_\_\_

Why

Business gifts \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_