

To do list _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

Appointments	Car miles	bi* 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		
*Business (b)	Total miles this day	
Investment (i)	Circle car driven this day	1 2 3
Personal (p)	End odometer	
Commuting (c)	Beg odometer	
Total miles	Total miles	

Remember that the IRS rules say that records should be kept in a timely manner and this is interpreted as within one week of the activity. You can make the entries daily (best) or within the week. www.dougsevy.com

Daily Tax Diary - day: _____

Instruction: Circle month and day of week

Jan Feb Mar Apr May Jun

Sun Mon Tue Wed Thu Fri Sat

Jul Aug Sep Oct Nov Dec

Cars For each vehicle, enter all (100%) monies spent for gas and oil, tires, insurance, car washes, repairs, and other out-of-pocket expenses.	Car 1 exp	
	Car 2 exp	
	Car 3 exp	
	Parking/tolls	
Travel Where (city) Why (business reason)	Air/rail/boat	
	Rental car/bus/taxi	
	Lodging	
	Tips, laundry, other	
	Total travel	
Meals/Entertainment/Etc Who Where Why	Breakfast	
	Lunch	
	Dinner	
	Snacks/drinks	
	Meals	
	Associated ent	
	Total meals/ent	
	Presentation exp	
	Special sporting events (100%)	
Miscellaneous Business gifts To whom Why	Supplies	
	Postage	
	Business gifts	