

To do list _____

2 Call Jack for lunch appt

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

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

Appointments	Car miles	bi* pc
7:00 Principle to satellite office	45	b
8:00		
9:00		
10:00		
11:00		
12:00 Business lunch with Jack	16	b
1:00 Check post office for mail	14	b
2:00 Scott- 42556 Jefferson	8	b
3:00		
4:00 Staples pick up case of paper	25	b
5:00 Grocery store	0	p
6:00 to principle office	11	b
7:00		
8:00		
9:00		
10:00		
*Business (b)	113	Total miles this day 113
Investment (i)		Circle car driven this day 1 2 3
Personal (p)	0	End odometer 86813
Commuting (c)		Beg odometer 86700
Total miles	113	Total miles 113

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.
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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	