

To Do List for Today

1

2

3

4

5

6

Appointments

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System

1

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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
milesbri
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)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

Tax Diary System

2

Circle month

Circle day

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

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	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System

3

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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
milesbri
pc

7:00

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10:00

11:00

12:00

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3:00

4:00

5:00

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7:00

8:00

9:00

10:00

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

Tax Diary System

4

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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
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5
6

Appointments

7:00
8:00
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vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

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

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6

Appointments

7:00
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vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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
milesbri
pc

7:00

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11:00

12:00

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5:00

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9:00

10:00

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

Tax Diary System

7

Circle month

Circle day

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

bri
pc

7:00

8:00

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11:00

12:00

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7:00

8:00

9:00

10:00

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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
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4
5
6

Appointments

7:00
8:00
9.00
10.00
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2.00
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9.00
10.00

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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10:00

11:00

12:00

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2:00

3:00

4:00

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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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

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

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

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	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System 11

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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
milesbri
pc

7:00

8:00

9:00

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12:00

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7:00

8:00

9:00

10:00

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

Tax Diary System 12

Circle month

Circle day

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

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

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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	
BusResidRental (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 DecSun 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

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6

Appointments

7:00

8:00

9:00

10:00

11:00

12:00

1:00

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9:00

10:00

Total miles this day

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

Tax Diary System 14

Circle month

Circle day

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

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Appointments

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vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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4

5

6

Appointments

7:00

8:00

9:00

10:00

11:00

12:00

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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	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System 16

Circle month

Circle day

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

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

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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	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System 17

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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
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3
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5
6

Appointments

7:00
8:00
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10:00
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9.00
10.00

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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
milesbri
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)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

Tax Diary System 21

Circle month

Circle day

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

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

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 23

Circle month

Circle day

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

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

vehicle
miles

bri
pc

Total miles this day

Business (b)

BusResidRental (r)

Investment (i)

Personal (p)

Commuting (c)

Total miles

Circle vehicle number driven
this day

1 2 3

End Odometer

Beg Odometer

Total miles

Notes

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

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 25

Circle month

Circle day

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 26

Circle month

Circle day

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 27

Circle month

Circle day

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

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

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 29

Circle month

Circle day

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

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	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System 30

Circle month

Circle day

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

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
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 31

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov DecSun 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 _____