

# Sales Personnel Mileage Worksheet

List Name of Company \_\_\_\_\_

Product or Service \_\_\_\_\_

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 reading 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 \_\_\_\_\_