

Fast Food Manager's Mileage Worksheet

To assist you in maximizing your deductions we have set up guidelines to help you arrive at miles driven during the year for business purposes. Be as specific as possible. Due to the high cost of gasoline and other services, it may be wiser to itemize than to take the standard deduction. Save all receipts in connection with the operation of your vehicle. If you have any doubts or questions, please call us at (818) 249-1065

1 Name: _____

2 Type of Business: _____

3 Name of Company: _____

4 Position Held: _____

5 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 _____

6 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 _____

Subtotals from: Page 3 _____

Page 4 _____

Page 5 _____

Page 6 _____

Total Mileage: _____

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Places Traveled To:	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
7 Banking Facilities:			
a. Normal Banking Business	_____	_____	_____
b. Special Trips for Coin	_____	_____	_____
c. Special Training Trips for Night Depository Procedure	_____	_____	_____
d. Night Deposits	_____	_____	_____
e. Other	_____	_____	_____
8 Main Office or Commissary:			
a. Pick up Food	_____	_____	_____
b. Pick up Supplies	_____	_____	_____
c. Pick up Payroll	_____	_____	_____
d. Pick up Checks - When Employees are Terminated	_____	_____	_____
e. Weekly Reports	_____	_____	_____
f. Special Meetings with Dist. Managers or Supervisors	_____	_____	_____
g. Personnel Office	_____	_____	_____
h. Training Meetings, New Procedures, etc.	_____	_____	_____
i. Special Use of Office Equipment, Xerox, etc.	_____	_____	_____
j. Special Trips to Security Office to Screen Employees	_____	_____	_____
k. Coordinator - Trips to Airports	_____	_____	_____
l. Other	_____	_____	_____
9 Meetings:			
a. Monthly Meetings Held by Coordinator or Supervisor	_____	_____	_____
b. Meetings Held for Assistant Manager and Employees	_____	_____	_____
c. Advertising Meetings	_____	_____	_____
d. Manager Development Program	_____	_____	_____
e. Special Meetings Held by Mgrs. without Supv. Or Coordinator	_____	_____	_____
f. Helping Other Managers on the Buddy System with Similar Problems	_____	_____	_____
g. Other	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

Places Traveled To:	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
10 Assisting Supervisor/Coordinator by:			
a. Delivering Payroll	_____	_____	_____
b. Inspections of Stores in the District	_____	_____	_____
c. Shopping Other Stores in the District (Competitive/Comparative Shopping)	_____	_____	_____
d. Helping Other Managers Interview Prospective Employees	_____	_____	_____
e. Helping Other Managers Run Their Stores in Emergency	_____	_____	_____
f. Taking Key Employees of the District to Another Store, Have Them Watch the Operation	_____	_____	_____
g. Other	_____	_____	_____
11 Employee Relations:			
a. Transporting Employees to:			
Work	_____	_____	_____
Home - Special Trips	_____	_____	_____
Special Events	_____	_____	_____
Emergencies	_____	_____	_____
b. Training:			
Shopping Trips	_____	_____	_____
Commissary Tour	_____	_____	_____
Other Stores	_____	_____	_____
c. Activities:			
Parties, Weddings, Gifts	_____	_____	_____
Ball Games, etc,	_____	_____	_____
Special Brakfast/Lunch/Dinner	_____	_____	_____
d. Other	_____	_____	_____
12 Intra-store Situations:			
a. Borrowing Food			
b. Repayment of Food or Supplies (List Each Store Individually)			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

Places Traveled To:	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
13 Miscellaneous Items:			
a. Trips to the Laundry	_____	_____	_____
b. Uniform Purchases	_____	_____	_____
c. Stores:			
Department Stores	_____	_____	_____
Warehouse Stores	_____	_____	_____
Grocery Stores	_____	_____	_____
Hardware Stores	_____	_____	_____
Post Office	_____	_____	_____
Other	_____	_____	_____
14 Store Activity:			
a. Security Checks	_____	_____	_____
b. Inspections	_____	_____	_____
c. Emergency Closing of Stores	_____	_____	_____
d. Other	_____	_____	_____
15 Special Activity Miles:			
a. Committees	_____	_____	_____
b. Promotion & Advertising	_____	_____	_____
c. Community Activities	_____	_____	_____
d. Business Associations	_____	_____	_____
e. Clean up Campaigns	_____	_____	_____
f. Sponsorships - Little League, Pop Warner Football	_____	_____	_____
g. Sponsorships - High Schools, Charity Functions	_____	_____	_____
h. Other	_____	_____	_____
16 Unpleasant, But Necessary:			
a. Trips to Local Police Dept. in the Event of Robbery	_____	_____	_____
b. Trips to City Hall - Noise Complaints, etc.	_____	_____	_____
c. Trips to Homes of Unsatisfied Customers	_____	_____	_____
d. Other	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

	<u>Mileage per</u> <u>Round Trip</u>	<u>Number of</u> <u>Days in Year</u>	<u>Total</u> <u>Mileage</u>
Places Traveled To:			
17 Emergency Situations:			
a. Rushing Customer or Employee to Hospital or Emergency Room	_____	_____	_____
b. Taking Ill Employee Home	_____	_____	_____
c. Other	_____	_____	_____
18 Other Use of Auto for Business Purposes:			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____