

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	br 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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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	
Bus/Resid/Rental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System

2

Circle month

Circle day

Jan Feb Mar Apr May Jun Sun Mon Tue Wed
Jul Aug Sep Oct Nov Dec 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/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

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	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
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3:00		
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7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br pc
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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

Notes

Tax Diary System

4

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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

Supplies _____

To whom

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	br 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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	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)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)		End Odometer
Commuting (c)		Beg Odometer
Total miles		Total miles

Notes

Tax Diary System

6

Circle month

Circle day

Jan Feb Mar Apr May Jun Sun Mon Tue Wed
Jul Aug Sep Oct Nov Dec 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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	
Bus/Resid/Rental (r)			1
Investment (i)			2
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System

7

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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	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)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	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)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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	
Bus/Resid/Rental (r)			1 2 3
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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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

Appointments	vehicle miles	br 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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

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		
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		
Bus/Resid/Rental (r)		1	2	3
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 Sun Mon Tue Wed
 Jul Aug Sep Oct Nov Dec 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/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

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	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
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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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	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)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
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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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

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

Appointments	vehicle miles	br 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
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

Notes

Tax Diary System 21

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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

Supplies _____

To whom

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

Appointments	vehicle miles	br 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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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

Appointments	vehicle miles	br 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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

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	bric
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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Travel breakfast _____

Where

Travel lunch _____

Travel dinner _____

Why

Snacks/drinks _____

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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

Appointments	vehicle miles	br 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		
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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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	br 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
Bus/Resid/Rental (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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

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

Appointments	vehicle miles	br 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	
Bus/Resid/Rental (r)			1
Investment (i)			2 3
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 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/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____