

Mileage & Expense Log

Journeys and expenses logged the way a tax office expects to see them.

WHAT IT DOES

- Records each journey with date, purpose, start, end and distance.
- Applies a rate per mile and totals the claim.

THE TABS

Start Here

Mileage Log

HOW TO USE IT

- 01 On Mileage Log, add a row per journey.
- 02 Record the purpose — that is the part that gets queried.
- 03 Set your rate per mile once, at the top.
- 04 Read the total.

THE ONE THING THAT MAKES THIS DIFFERENT

The purpose column is not optional padding. A mileage claim without a stated business purpose per journey is the one that gets disallowed.

BEFORE YOU TRUST A NUMBER

- **Blue bold on cream** means you type there. **Plain black** means the sheet works it out — typing over one of those replaces a formula with a number and it stops updating.
- Every formula is explained on the **How It Works** tab. Nothing is hidden, and nothing needs a macro.
- The sample rows are there to show the shape. Delete them before you start.