General Guide	Travel Between:	Home & Work	Home & Client	Work & Client
Employee*		Personal	Business	Business
Business Owner* 2 Offices** (Home + Work)		Personal	Business	Business
Business Owner* 1 Home Office** Only		Not Applicable	Business	Business

Beginning Date

Beginning Odometer

Date	Destination/Purpose	Odometer Reading***		
		Beginning	Ending	Total****

Ending Date

Ending Odometer

* For **2 Offices: Home** refers to home office and **Work** refers to another office or shop.
* For **1 Home Office: Home** refers to **Work** or **Work** refers to **Home.**
** For **Employee**: **Client** can be other places depending on type of employment and purpose of trip.
** For **Business Owner**: **Client** can be any place related to business purposes.
*** We advise you to *exclude personal travels* in this odometer reading or auto log.
**** **Total** can be added by accountant.