Personal Use of Auto Worksheet

Please complete one column for each vehicle used during 2026. We use these figures to determine the personal-use portion of each vehicle.

Client name

01 · VEHICLE INFORMATION

	VEHICLE 1	VEHICLE 2
Name of driver		
Year of auto		
Make		
Model		
Date placed in service		

02 · MILES DRIVEN IN 2026, BY PERIOD

	VEHICLE 1		VEHICLE 2	
	JAN 1 – JUN 30	JUL 1 – DEC 31	JAN 1 – JUN 30	JUL 1 – DEC 31
Total miles driven Odometer at end less odometer at start				
Business miles Work travel, other than commuting				
Commuting miles Home to your regular workplace				
Other personal miles Errands, trips and other non-commuting				

Please report miles separately for each period shown, as the mileage rate changed during 2026. In each period, business, commuting and other personal miles should add up to total miles driven.

03 · REIMBURSEMENTS

	VEHICLE 1	VEHICLE 2
Reimbursements made to company Amounts repaid to the company for personal use	$	$