

# MINIMUM MILEAGE LOG

Fold this up and clip a pen to it, keep it in your car. This will record mileage to and from assignments, and then a one way commute for one shift. Remember you can use your triptometer for the mileage, or you can pencil in the odometer readings and do the math. This is the absolute minimum of records, if you use a mileage book, you don't need this.

Odometer Reading January 1 \_\_\_\_\_ Odometer Reading December 31<sup>st</sup> \_\_\_\_\_  
 (You may need to utilize a repair or oil change invoice near the beginning or end of the year if you did not keep a record, estimate as best you can.)

<b>ASSIGNMENT 1</b>	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
	One way commute for one shift. You need to record the distance from your temporary residence to the hospital. Remember to double this to account for round trips.	MILES TO HOSPITAL	Enter total # shifts worked on contract. _____		Optional: list all dates worked here:
	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
<b>ASSIGNMENT 2</b>	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
	One way commute for one shift. You need to record the distance from your temporary residence to the hospital. Remember to double this to account for round trips.	MILES TO HOSPITAL	Enter total # shifts worked on contract. _____		Optional: list all dates worked here:
	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
<b>ASSIGNMENT 3</b>	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
	One way commute for one shift. You need to record the distance from your temporary residence to the hospital. Remember to double this to account for round trips.	MILES TO HOSPITAL	Enter total # shifts worked on contract. _____		Optional: list all dates worked here:
	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
<b>ASSIGNMENT 4</b>	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
	One way commute for one shift. You need to record the distance from your temporary residence to the hospital. Remember to double this to account for round trips.	MILES TO HOSPITAL	Enter total # shifts worked on contract. _____		Optional: list all dates worked here:
	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
<b>ASSIGNMENT 5</b>	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)
	One way commute for one shift. You need to record the distance from your temporary residence to the hospital. Remember to double this to account for round trips.	MILES TO HOSPITAL	Enter total # shifts worked on contract. _____		Optional: list all dates worked here:
	DESTINATION	DATE OF DEPARTURE	DATE OF ARRIVAL	MILES DRIVEN TO DESTINATION	Estimated excess miles (side trip to see family, etc)

There is a separate form for expenses related to trips back to your tax home during assignment. The mileage driven on those trips can be computed from the info you put on here.