

MILEAGE SUMMARY FOR TEACHERS, AIDES, & OTHER EDUCATORS

Client: _____

Tax Year: 20_____

ON THE JOB MILEAGE

1. ROUND TRIP MILEAGE TO SCHOOLS _____
2. NUMBER OF TRIPS TO SCHOOL FOR:
 - WEEKEND'S' _____
 - EVENING'S _____
 - HOLIDAY'S _____
 - NON-SCHOOL DAYS _____
 - UNION MEETINGS _____
 - CONFERENCES _____
 - SCHOOL FUNCTIONS _____
 - SUBSTITUTING _____
 - OTHER: _____

TOTAL [_____]

3. TRIPS TO PURCHASE SCHOOL SUPPLIES
 - PLACE _____ : TRIPS _____ X MILES _____ = [_____]
 - PLACE _____ : TRIPS _____ X MILES _____ = [_____]
4. TRIPS TO STUDENTS' RESIDENCES
 - TRIPS _____ X _____ MILES = [_____]
5. TRIPS TO DISTRICT OFFICE (SCHOOL BUSINESS)
 - TRIPS _____ X _____ MILES = [_____]
6. TRIPS TO/FOR INSERVICE
 - TRIPS _____ X _____ MILES = [_____]
7. TRIPS TO OTHER SCHOOLS/OBSERVANCE
 - TRIPS _____ X _____ MILES = [_____]
8. TRIPS TO OUT OF TOWN SEMINARS/TRAINING
 - PLACE _____ : TRIPS _____ X MILES _____ = [_____]
 - PLACE _____ : TRIPS _____ X MILES _____ = [_____]

TOTAL MILEAGE [_____]

The IRS/FTB requires that the taxpayer(s) be advised that it is their individual responsibility to keep or maintain actual receipts and completed personal checks used for the acquisition of any item or services expensed on their individual income tax return. While Del Valle Tax Services does not require to view these receipts/invoices/checks, it will be necessary to produce these receipts if audited or questioned by the IRS/FTB to prove the expenses.

Taxpayer's Signature

Date

