

To Do List for Today

1
2
3
4
5
6

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

Notes

Tax Diary System

4

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____

Vehicle 2 expenses _____

Vehicle 3 expenses _____

Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

Notes

Tax Diary System

5

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

Notes

Tax Diary System

9

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1	2	3
Bus/Resid/Rental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

Notes

Tax Diary System 13

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____

Vehicle 2 expenses _____

Vehicle 3 expenses _____

Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	bri pc
7:00		
8:00		
9.00		
10.00		
11.00		
12.00		
1.00		
2.00		
3.00		
4.00		
5.00		
6.00		
7.00		
8.00		
9.00		
10.00		
Total miles this day		

Business (b)		Circle vehicle number driven this day		
BusResidRental (r)				
Investment (i)				
Personal (p)		End Odometer		
Commuting (c)		Beg Odometer		
Total miles		Total miles		

Notes

Tax Diary System 16

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____

Vehicle 2 expenses _____

Vehicle 3 expenses _____

Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Rental car/bus/taxi _____

Why (business reason)

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1	2	3
BusResidRental (r)				
Investment (i)				
Personal (p)	End Odometer			
Commuting (c)	Beg Odometer			
Total miles	Total miles			

Notes

Tax Diary System 21

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day 1 2 3
BusResidRental (r)	
Investment (i)	
Personal (p)	End Odometer
Commuting (c)	Beg Odometer
Total miles	Total miles

Notes

Tax Diary System 22

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)
 Why (business reason)

Air/rail/boat _____
 Rental car/bus/taxi _____
 Lodging _____
 Tips, laundry, other _____
 Total trv day (no meals) _____

Meals/Entertainment/Etc

Who
 Where
 Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

Miscellaneous

For business gifts record
 To whom
 Why

Supplies _____
 Postage _____
 Business gifts _____
 Other _____
 Other _____
 Other _____

To Do List for Today

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		

Total miles this day _____

Business (b)		Circle vehicle number driven this day	1	2	3
BusResidRental (r)					
Investment (i)					
Personal (p)		End Odometer			
Commuting (c)		Beg Odometer			
Total miles		Total miles			

Notes

Tax Diary System 23

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1
- 2
- 3
- 4
- 5
- 6

Appointments

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		
Total miles this day		

Business (b)	Circle vehicle number driven this day	1 2 3
Bus/Resid/Rental (r)		
Investment (i)		
Personal (p)	End Odometer	
Commuting (c)	Beg Odometer	
Total miles	Total miles	

Notes

Tax Diary System 27

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____

Vehicle 2 expenses _____

Vehicle 3 expenses _____

Parking/tolls _____

Travel

Where (city)

Air/rail/boat _____

Why (business reason)

Rental car/bus/taxi _____

Lodging _____

Tips, laundry, other _____

Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Travel breakfast _____

Travel lunch _____

Where

Travel dinner _____

Snacks/drinks _____

Why

Ent meals _____

Associated ent _____

Total travel meals & ent _____

Presentation exp _____

100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Supplies _____

Postage _____

Why

Business gifts _____

Other _____

Other _____

Other _____

To Do List for Today

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Appointments	vehicle miles	br pc
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		
1:00		
2:00		
3:00		
4:00		
5:00		
6:00		
7:00		
8:00		
9:00		
10:00		

Total miles this day			
Business (b)		Circle vehicle number driven this day 1 2 3	
BusResidRental (r)			
Investment (i)			
Personal (p)		End Odometer	
Commuting (c)		Beg Odometer	
Total miles		Total miles	

Notes

Tax Diary System 28

Circle month

Circle day

Jan Feb Mar Apr May Jun
Jul Aug Sep Oct Nov Dec

Sun Mon Tue Wed
Thu Fri Sat

Vehicles

For each vehicle, enter all (100% of) monies spent for gas and oil, tires, insurance, car washes, repairs, and other operating expenses.

Vehicle 1 expenses _____
 Vehicle 2 expenses _____
 Vehicle 3 expenses _____
 Parking/tolls _____

Travel

Where (city)
 Why (business reason)

Air/rail/boat _____
 Rental car/bus/taxi _____
 Lodging _____
 Tips, laundry, other _____
 Total trv day (no meals) _____

Meals/Entertainment/Etc

Who

Where

Why

Travel breakfast _____
 Travel lunch _____
 Travel dinner _____
 Snacks/drinks _____
 Ent meals _____
 Associated ent _____
 Total travel meals & ent _____
 Presentation exp _____
 100% Sporting events _____

Miscellaneous

For business gifts record

To whom

Why

Supplies _____
 Postage _____
 Business gifts _____
 Other _____
 Other _____
 Other _____

