

## 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 Lopez & Associates Income 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

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