

**MILEAGE SUMMARY**

FOR TEACHERS, AIDES, &amp; OTHER EDUCATORS

Client's Name: \_\_\_\_\_

Tax Year: 20\_\_\_\_\_

**ON THE JOB MILEAGE****1. ROUND TRIP MILEAGE TO SCHOOLS****2. NUMBER OF TRIPS TO SCHOOL FOR:**

Weekends \_\_\_\_\_  
 Evenings \_\_\_\_\_  
 Holidays \_\_\_\_\_  
 Non-school days \_\_\_\_\_  
 Union meetings \_\_\_\_\_  
 Conferences \_\_\_\_\_  
 School functions \_\_\_\_\_  
 Substituting \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

**3. TRIPS TO PURCHASE SCHOOL SUPPLIES**

Place \_\_\_\_\_  
 Place \_\_\_\_\_  
 Place \_\_\_\_\_

Trips \_\_\_\_\_  
 Trips \_\_\_\_\_  
 Trips \_\_\_\_\_

X  
X  
X

Miles \_\_\_\_\_  
 Miles \_\_\_\_\_  
 Miles \_\_\_\_\_

=  
=  
=

**4. TRIPS TO STUDENT RESIDENCES**

Trips \_\_\_\_\_  
 Trips \_\_\_\_\_  
 Trips \_\_\_\_\_

X  
X  
X

Miles \_\_\_\_\_  
 Miles \_\_\_\_\_  
 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 OUT OF TOWN SEMINAR/TRAINING**

Place \_\_\_\_\_  
 Place \_\_\_\_\_  
 Place \_\_\_\_\_

Trips \_\_\_\_\_  
 Trips \_\_\_\_\_  
 Trips \_\_\_\_\_

X  
X  
X

Miles \_\_\_\_\_  
 Miles \_\_\_\_\_  
 Miles \_\_\_\_\_

=  
=  
=

Total Mileage

=

THE IRS/FTB requires that the taxpayers(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 Associated Income Tax Services of Visalia, Inc. 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Associated Income Tax Services of Visalia, Inc.**

921 West Oak Ave, Visalia, CA 93291

Office: (559) 627-1339 | Fax: (559) 627-1332

www.aitstax.com