



HOW DO YOU DOCUMENT YOUR MILEAGE?

With the recent court decisions setting precedence, it is more important than ever to properly document your business expenses. Fortunately, today's technology helps to ease the burden with smartphone apps that track and document numerous expenses.

One of the most tedious expenses to document is business mileage expense. In the past, business travelers would calculate mileage to and from their business appointments by entering their mileage into a mileage log book. With the advent of smartphones with GPS technology, much of this tracking can be done automatically. While there are a multitude of mileage tracking apps, we looked at just a couple to get an idea of how they work.

First, we tested MileTracker v. 4.1 (Silverware Software). The basic app is available in Apple's iTunes App Store for \$3.99. We found it very user friendly and easy to set up. It can track by event or period of time and emails reports in several different formats.



MileTracker allows for entry of beginning and ending odometer readings, total mileage driven or address-to-address calculation of mileage. It also allows for tolls and other expenses that might be incurred. For an additional in-app purchase of \$0.99, we purchased the GPS tracking that allowed for tracking from address-to-address with an automatic mileage calculation by just tapping at the start and the destination. Trip descriptions and notes can be entered and toll receipts can be photographed and stored. Multiple vehicles can also be tracked and "favorite trips" can be saved for future use.

The reports generated by MileTracker can be customized to include the company logo and can include pictures of the toll receipts. The reports even print with signature lines for employee and supervisor. Reports can be generated in multiple formats including CSV and .pdf.

We also tested Milebug v. 2.9 (Izatt International) which can be purchased in Apple's iTunes App Store for the entire route where as MileTracker simply uses the current location for the start and destination of a trip. As with MileTracker, Milebug also allows for odometer reading entry and total mileage entry. Milebug's reporting is sufficient for documenting for IRS regulations but lacked the flexibility of the reports generated by MileTracker.



Overall, while both apps tracked mileage and travel expenses sufficiently, for the extra cost, Miletracker seemed to work seamlessly from input interface to report generation. If you or your employees regularly travel for business purposes, it is worth a look to check out these apps for your expense documentation needs.