

# How can my drivers find their IRS taxable mileage?



Link: <https://help.gpsinsight.com/deep-dive/how-can-my-employees-quantify-irs-taxable-mileage/> Last Updated: July 27th, 2016

**QUESTION:** Personal usage of take-home vehicles is taxable as income. How can I quantify how much of that usage is taxable?

Because you'll only need to account for personal hours (varies based on your company's schedule), the Odd Hours report will provide the total distance traveled during those custom windows of time.

## To run the Odd Hours report for taxable mileage:

1. From the **Reports** menu, click **Odd Hours**.
2. Locate the vehicle(s) for which you want to include in the report, and specify the odd hours window of time in which the vehicle(s) would not be operated for work-related tasks.
3. Choose the time frame (no more than 31 days at a time), and run the report.

**Tip!** We recommend that you proactively [schedule this report](#) (Enterprise) | [schedule this report](#) (Basic, Standard) quarterly, so that you're able to easily sum the total annual mileage for each employee and provide them with this data during tax time.

1. For each vehicle in the report, note the total distance in miles.

In this example, the total personal usage miles (based on the 6PM to 4AM filter) for the month of February were 1,500.5 for 10 vehicles in this fleet.

Fleet Odd Hours Overview »			
<b>Total Violations</b>	189 violations	<b>Vehicle Group</b>	Delivery (10 vehicles)
<b>Total Drive Time</b>	1 day, 18 hrs	<b>Landmarks</b>	ALL LANDMARKS (5752 landmarks)
<b>Total Distance</b>	1,500.5 mi.	<b>Report Time Period</b>	Feb 1 6:00 PM to Feb 29 3:59 AM (MST)
<b>Violation Window</b>	6:00 PM to 4:00 AM	<b>Report Created</b>	March 7, 2016 9:01:36 AM

Each driver would be required to tally his or her personal mileage for the month and count it toward the annual usage. (For example, Diane had 21.2 personal miles for February.)

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DianePNP2					
Date	Start Time	Driver	Start Location	Drive Time	Distance
Feb 04 2016	6:20 PM	Antonio, Diane	Precision Gymnastics 📍	15 min 📍	7.1 mi.
Feb 15 2016	6:48 PM	Antonio, Diane	Crabbington's 📍	1 min 📍	0.0 mi.
Feb 16 2016	6:19 PM	Antonio, Diane	Precision Gymnastics 📍	14 min 📍	7.3 mi.
Feb 17 2016	6:37 PM	Antonio, Diane	Precision Gymnastics 📍	3 min 📍	1.0 mi.
	6:44 PM	Antonio, Diane	676 Atlantic City Blvd, Berkeley Twp, NJ 📍📍	12 min 📍	5.8 mi.
<b>Totals:</b>			<b>5 trips</b>	<b>45 min</b>	<b>21.2 mi.</b>

From a fleet management perspective, you may also want to compare those numbers to the Drive Time Summary report, which reports a total of 6,254 miles for the month of February. That means that **24%** of total miles driven were for personal usage. You may want to curb that usage to reduce costs for fuel and wear-and-tear.

Fleet Drive Time Summary Overview »			
<b>Total Distance</b>	6,254.2 mi. (781.8 mi. avg)	<b>Max Speed</b>	89 mph (30 mph avg)
<b>Total Engine Hours</b>	213.77 hrs (26.72 hrs avg)	<b>Vehicle Group</b>	Delivery (10 vehicles)
<b>Total Idle Time</b>	15.44 hrs (1.93 hrs avg)	<b>Vehicles Shown</b>	8 of 10 (80%)
<b>Total Stops</b>	898 stops (112 stops avg)	<b>Report Time Period</b>	Feb 1 12:00 AM to Feb 29 11:59 PM (MST)
<b>Earliest Start Time</b>	Feb 1, 2016 3:45:00 AM	<b>Report Created</b>	March 7, 2016 9:05:07 AM
<b>Latest Stop Time</b>	Feb 29, 2016 7:40:00 PM		
* Driven is the number of distinct days on which the vehicle operated. (not restricted by odd-hours)			
* Total Idle Time is based on a 5 minute minimum threshold.			

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