



WEEKLY RECORD SHEET (v1)

Week Number: _____ Week Commencing: _____

	Date	MILEAGE READING			Fuel Costs	INCOME	
		At Start of Shift	At End of Shift	Business Miles		Account Work (Uber etc.)	Cash Takings (including tips)
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Total:							
Total Income:							

REMINDER - Keep invoices/receipts for expenses at all times. For guidance, please refer to our notes at:
<https://www.clickto.tax/articles/support/allowable-expenses-from-taxi-driving>



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Expense	Comments	Amount
Vehicle hire or lease		
Fuel		
Vehicle insurance		
Servicing		
Repairs/maintenance (e.g. tyres, bulbs etc.)		
MOT		
Vehicle tax		
Valeting/cleaning		
Breakdown cover (e.g. AA/RAC)		
Taxi licence		
Taxi radio		
Taxi meter hire		
Finance		
Parking (not fines/penalties)		
Congestion and toll (not fines/penalties)		
Accountancy		
Mobile (only what % is business use)		
Other		
Total Expenses:		