

# MileageSaver User Manual

## MileageSaver

The easiest way to record your miles, calculate your return, and get ready for your income tax day.

## What is MileageSaver, exactly?

MileageSaver is a simple application that helps keep track of your business miles for income tax purposes. You enter the business purpose, the date, and your daily start and end mileage, then MileageSaver will calculate the monetary return you're entitled to based on the 1999 government standard of \$0.31 per mile traveled. MileageSaver will also save your entered data as a text file so you can easily print out all your entries.

## How do I use it?

- 1) Launch MileageSaver.
- 2) Enter your business purpose in the "Business Purpose" field.
- 3) Enter your travel date the "Date Traveled" field.
- 4) Enter your start and end mileage in their appropriate fields.
- 5) Hit the calculate button, view the results, and save the data.

The screenshot shows the MileageSaver application window. It has a title bar with the name 'MileageSaver' and a menu bar with 'File' and 'Edit'. Below the menu bar are four input fields: 'Business Purpose' with the text 'Dooley Productions', 'Date Traveled' with '8-3-99', 'Starting Mileage' with '55456', and 'Ending Mileage' with '55645'. There are two buttons: 'Clear Date/Mileage' and 'Calculate'. Below these is a box titled 'Your calculated return is:' containing the text '189 miles for \$58.59'. At the bottom are two radio buttons: 'Save in MileageSaver Standard format.' (which is selected) and 'Save in Tab-Delimited format.'. A 'Save Data' button is at the very bottom.

| MileageSaver   |                    |
|--|--------------------|
| File   | Edit               |
| Business Purpose:  | Dooley Productions |
| Date Traveled:   | 8-3-99             |
| Starting Mileage:  | 55456              |
| Ending Mileage:  | 55645              |
| Clear Date/Mileage   | Calculate          |
| Your calculated return is:   |                    |
| 189 miles for \$58.59  |                    |
| <input checked="" type="radio"/> Save in MileageSaver Standard format. |                    |
| <input type="radio"/> Save in Tab-Delimited format.                    |                    |
| Save Data  |                    |

## Saving Data

As you can see (in the screenshot above), all the necessary data has already been entered into the appropriate fields and the "Calculate" button has been pressed to work its magic. The miles traveled and the calculated monetary return is now shown, and the data is ready to be saved in one of two ways: Standard or Tab Delimited.

### **Standard:**

Choosing the "Standard" saving option will save your information as follows:

```
8-3-99      Dooley Productions      55456 to 55645mi = 189mi      $58.59
```

This format is good if you simply want to view or print out the entire list for easy reading.

### **Tab-Delimited:**

Choosing the "Tab Delimited" saving option will save your information as follows:

```
8-3-99      Dooley Productions      55456 55645 189      $58.59
```

This method makes the data hard to read when viewed or printed, but it allows you to easily import the data into spreadsheet programs for any further calculations or storing.

The data you entered will be saved as plain text file that can be opened in any word processor or imported into any spreadsheet application. When you want to look over your data or print it out, simply double-click the "MileageSaver Data" file that's inside your MileageSaver folder to open it up (SimpleText is the default choice for Macintosh).

## Other Stuff

If you don't wish to save the data, simply hit the "Clear Date/Mileage" button and reenter new information.

I can hear you asking, "Why doesn't the button clear the business purpose field, too?" Basically, to end the redundancy of typing the same business purpose in over and over again. The mileage will always be different and the date usually will be, too, but the business purpose — your job — usually won't change from entry to entry.

When income tax time comes around, you now have an easy to read, itemized list of all your business travel expenses to show to the IRS!

If you have any questions or comments, email me at: [MileageSaver@maurym.com](mailto:MileageSaver@maurym.com)  
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