



STANDARD MILEAGE



User Guide

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www.standardmileage.com



**Questions? Contact us at:
support@standardmileage.com**



USER GUIDE

Welcome to Standard Mileage, your all-in-one mileage tracking application. This app helps you accurately record, manage, and report your driving miles for business, personal, charitable, medical and moving (military only) use. With intuitive tracking, powerful reporting, and secure data storage, Standard Mileage simplifies and automates mileage logging.

Getting Started

1. Download and install the Standard Mileage app from the App Store or Google Play Store.
2. Open the app and create an account or sign in with your existing credentials.
3. Set up your default preferences such as units (miles or kilometers), default business hours to automatically categorize trip categories, enter vehicle information, including a default vehicle and set notification and other settings.
4. The Standard Mileage App is designed primarily for iPhones and Android devices with cellular service and GPS receivers. The App can be installed on iPads. In the case of iPad installations that are accompanied by iPhone installations as well, we recommend that you turn off trip tracking on your iPad. Please refer to the Settings section set forth below in this User Guide for additional information on how to do this.

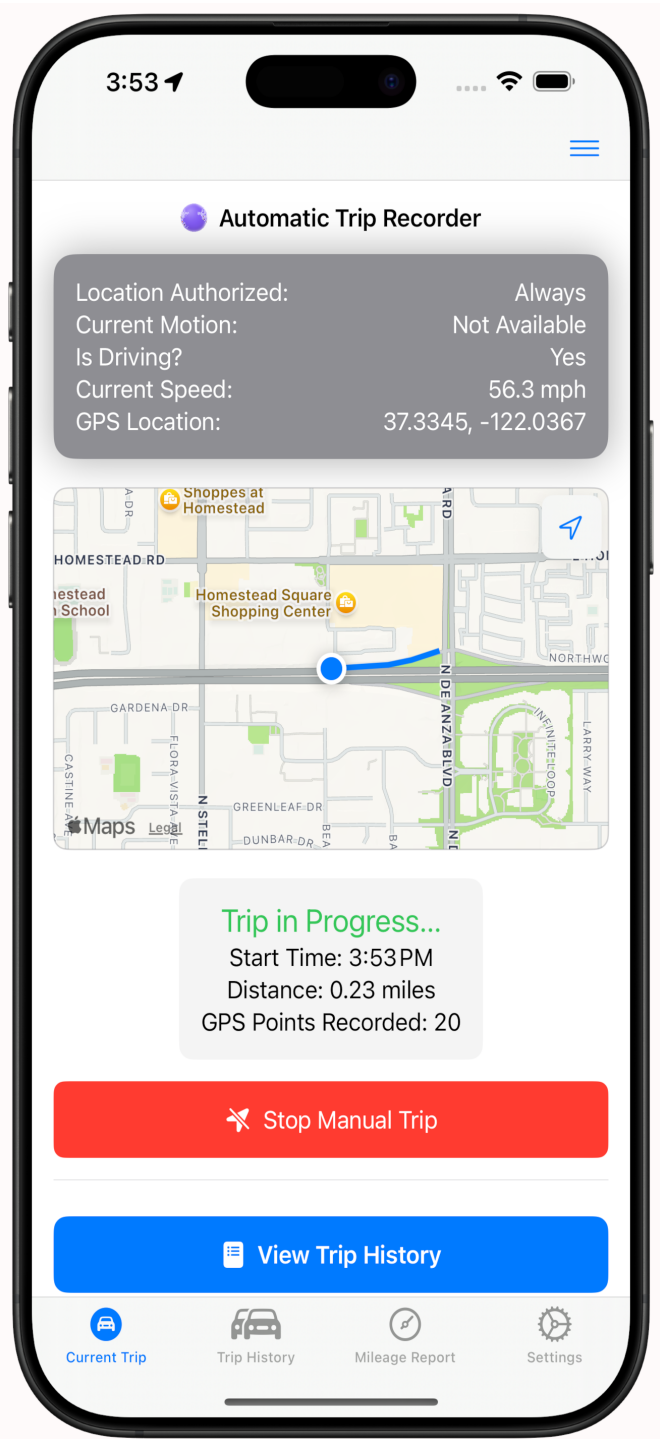


App Navigation

The app consists of the following main sections:

- Tabbed Main Dashboard – Shows current trip status, if any.
- Trip History – Review and edit your recorded trips. Here you can see a list of all recent trips and select a trip to view additional details as well as edit trip information. On the trip details page, you can set the trip purpose, insert any trip notes (such as where you travelled to, what you did at the location and anyone you met with) and insert any parking and tolls incurred.
- Mileage Report – Generate mileage summaries for tax or reimbursement purposes.
- Settings – Manage account, preferences, and purchase or renew any subscriptions.

In the upper right hand corner of this page, the menu will access additional features, including the ability to insert manual trips (including for periods prior to when your use of the App started), contact details, vehicles and export trip features.





Tracking Mileage

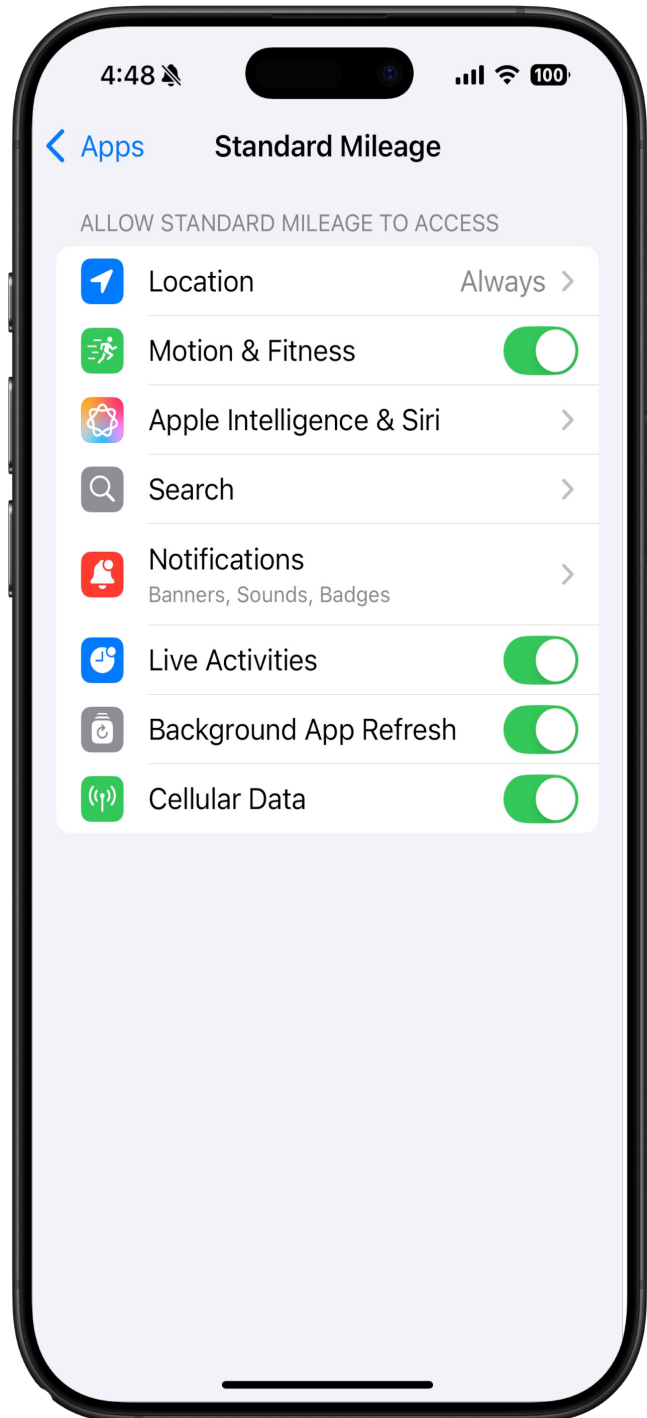
Standard Mileage offers two ways to record your trips:

- **Automatic Tracking:** By default, the app enable background location tracking to automatically detect and log trips.
- **Manual Entry:** Manually enter start and end locations, distance, and trip purpose. You should rarely have to use this feature; however, this feature is useful for periods prior to when you installed the App.



Tips:

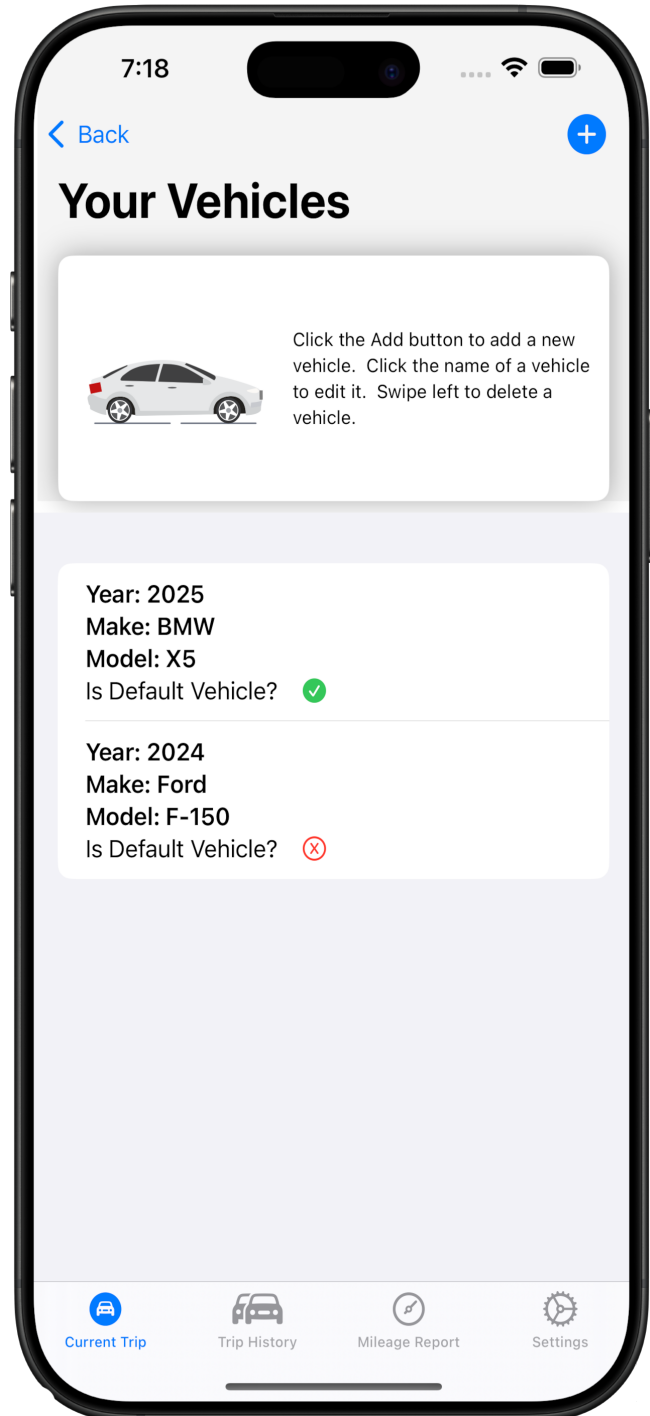
- Ensure location services are enabled for accurate tracking. The App requires that you grant various permissions to the App, including “Always” allowed permission for Location and Motion & Fitness needs to be toggled “on”. These permissions can be viewed at Settings->Apps->Standard Mileage. You should be prompted when you first install and open the App to grant the required permissions but if for some reason you do not grant the permission, you can reset the permissions. The permissions should be set as shown in the adjacent screen shot.
- Classify your trips (Business, Personal, Medical, etc.) for better reporting.
- In Settings, you can turn off trip tracking for example, if you are in a ride share vehicle (Uber, Lyft, Waymo, etc...), taxi, someone else’s vehicle, public transportation, etc.....





Enter Vehicles

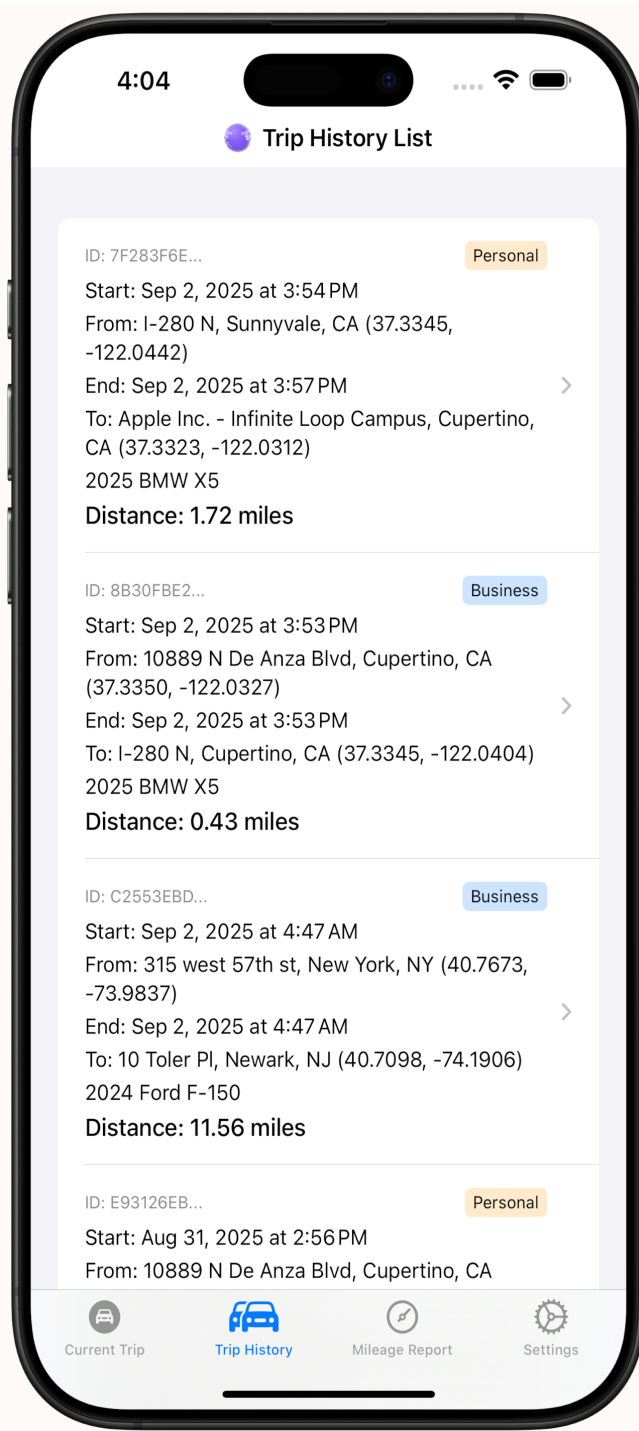
Enter your main or default vehicle and any other vehicles you use. Click the plus button in the upper right hand corner to add or modify vehicles. Swipe left on a vehicle to delete. Tap on a vehicle to update details, including change default vehicle status.





Trip List View

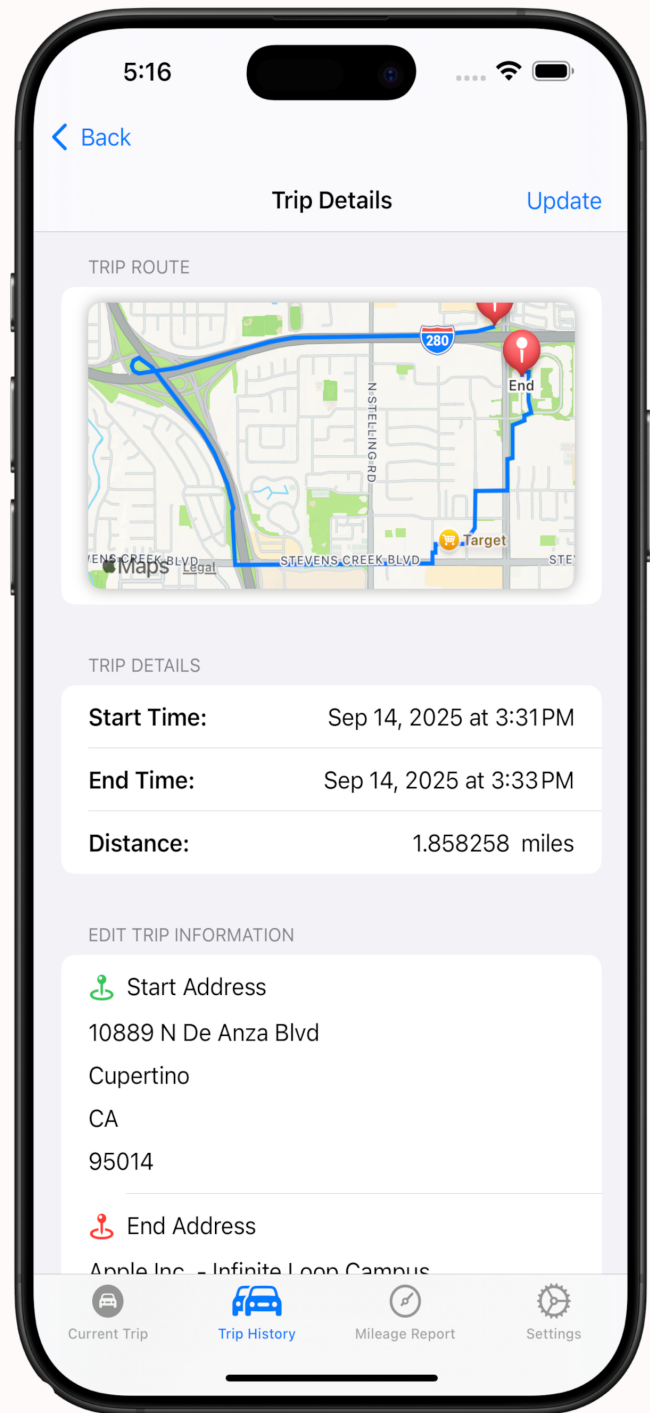
1. Tap on Trip History from the bottom tab menu to see a list of trips starting with the most recent trip at the top.
2. Tap on any trip to go to the edit trip page to edit start/end addresses, distance, or category as needed.
3. On the edit trip page, you can add notes or tags for easier identification.
4. Swipe left to delete any trips you no longer need or that are inapplicable (for example, you were in a cab, ride share vehicle (Uber, Lyft, Waymo, etc...), public transportation, another person's vehicle, etc...).
5. Swipe right to select the trip purpose.





Editing and Managing Trips

1. Tap on a recorded trip in the Trips tab to view details.
2. Edit start/end addresses, distance, or category as needed.
3. Add notes or tags for easier identification.
4. **Important Note:** The App relies on Apple hardware and software to start, track and terminate trips. Due to the nature of this hardware and software, trips starts can be delayed for some distance before trips can start. Consequently, for the most accurate tracking, you may need to adjust distances slightly for trips that show a meaningful delay in starting. In most instances, any delay is less than 1/4 of a mile.

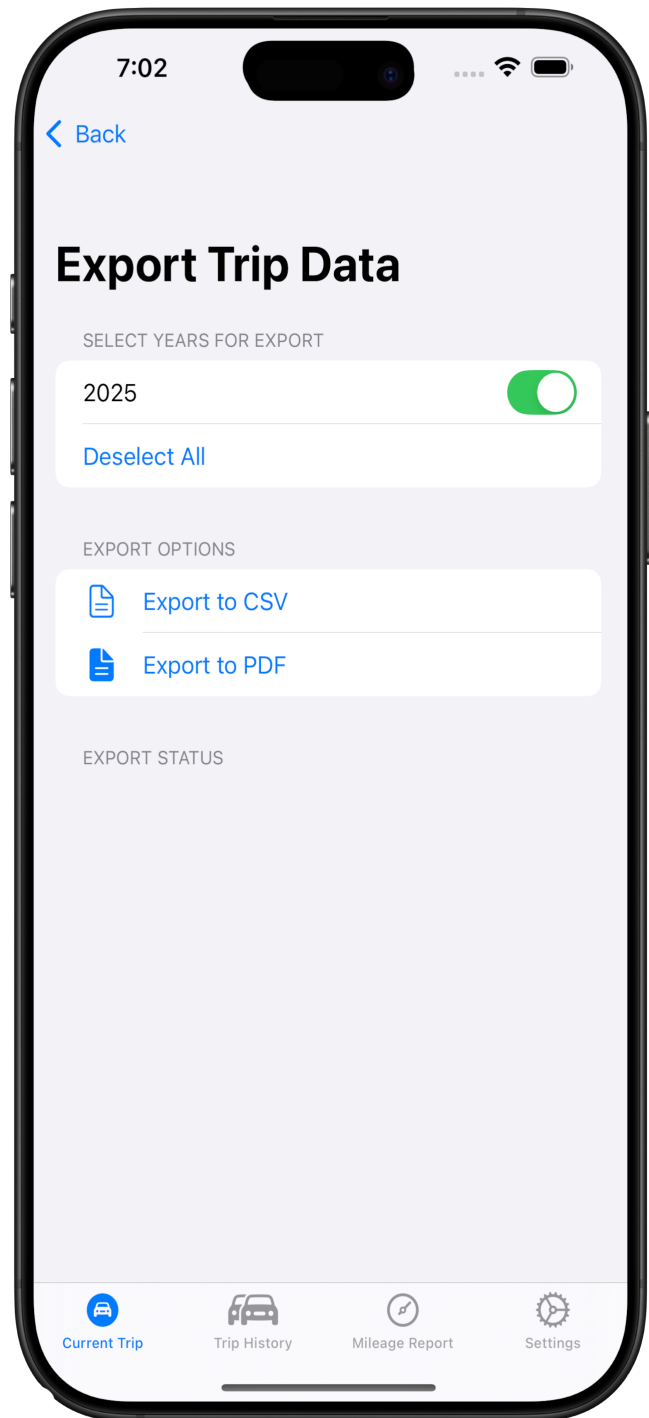




Reports and Exporting

Generate detailed mileage reports for tax deductions, reimbursement, or record-keeping:

- Select a date range and trip category.
- Export reports as PDF, CSV, or Excel.
- Email reports directly from the app or save them to your device.

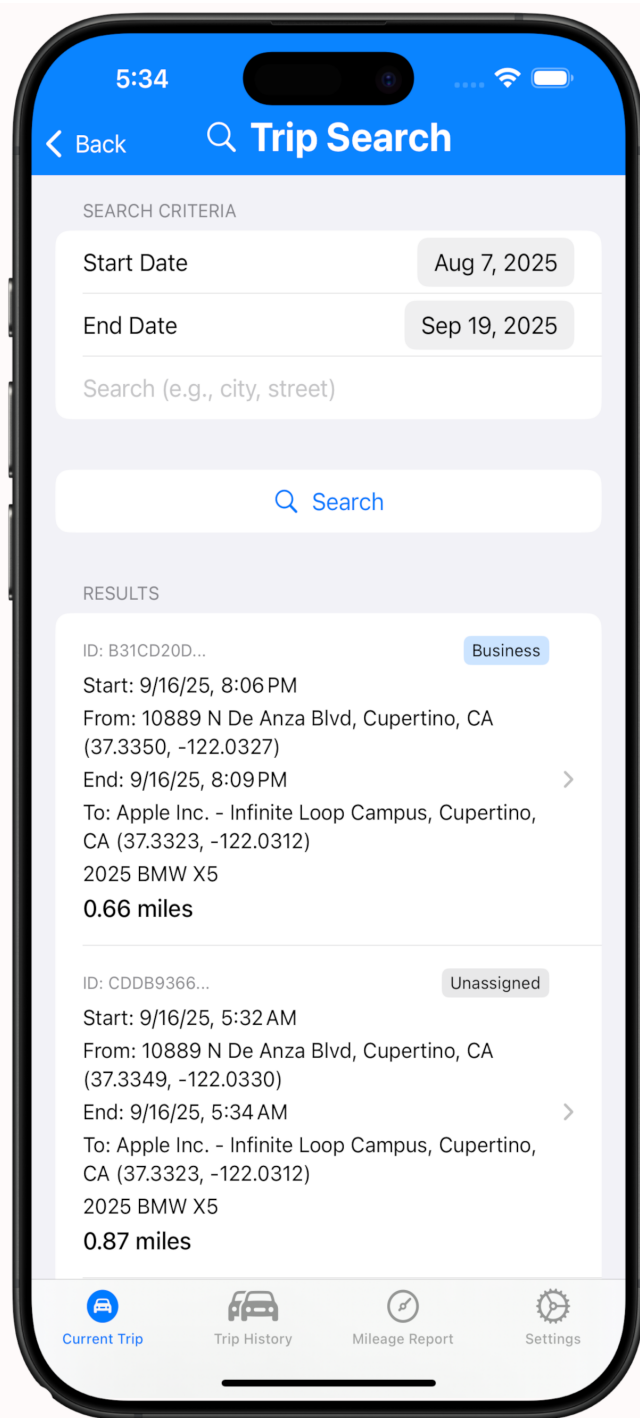




Search Recorded Trips

Select Trip Search from the upper right hand menu button on the Current Trip tab.

- Select a date range. You can optionally add search terms such as city, state, street, etc...
- Tap on any trip in the results list to view trip details and make any required or useful edits.

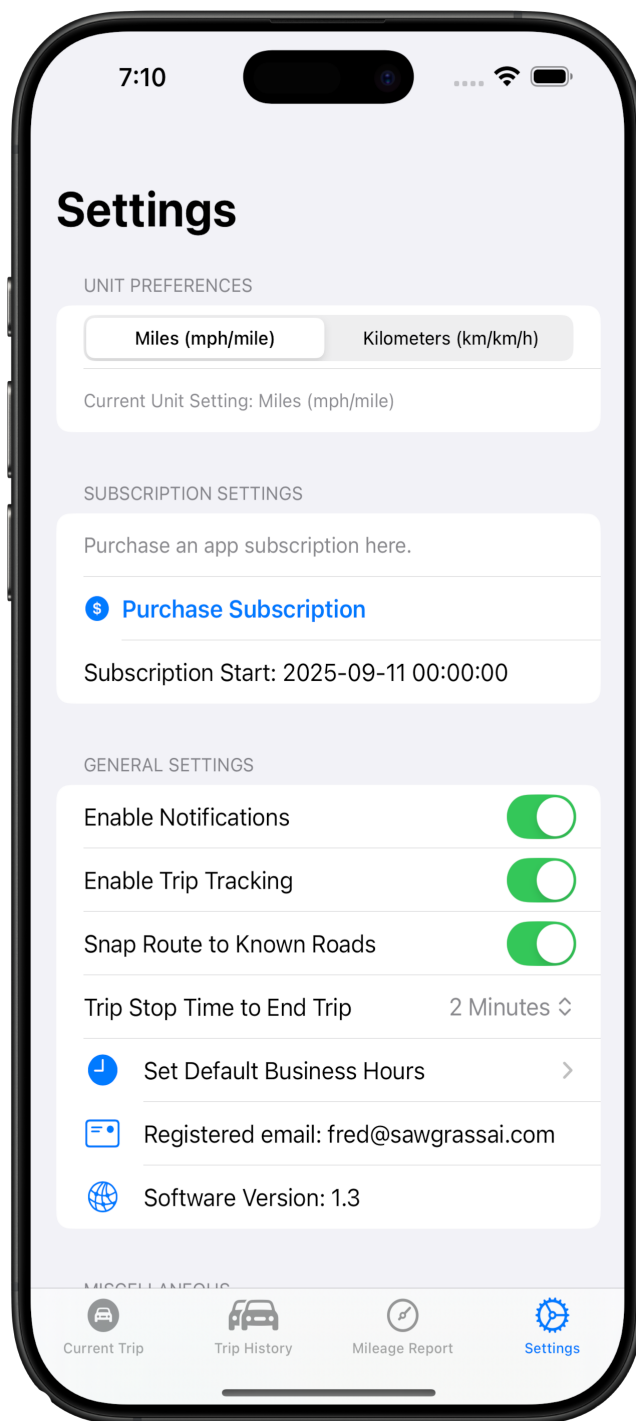




Settings and Preferences

In the Settings tab, you can:

- Select Unit Preferences (either Miles or Kilometers).
- Manage account information and subscription.
- Enable Notifications
- Set default trip stop time; time period when trip will end if you are stopped.
- Set default business hours during which all trips will be classified as business trips.
- Restore Trips and Vehicles from the Cloud.
- Enable notifications for reminders and trip classification.
- Turn off Trip Tracking in case you are in a cab, ride-share, another person's vehicle, public transportation, etc...
- Snap to Known Roads to make the map route more accurate in many instances. This will have no impact on recorded trip distances but will make the view of the route in the App more representative of the trip travelled.
- If you install the app on a new phone and your saved vehicles and prior trips need to be restored, you can click the restore trips and restore vehicles from the bottom of the Settings page.





Troubleshooting

- **Location Not Tracking:** Check that location permissions are set to 'Always' allowed and Motion and Fitness are toggled to on. These settings are under Settings->Apps->Standard Mileage.
- **Missing Trips:** Manually add trips.
- **Support:** Contact customer support via the Contact Us section in the app or at support@standardmileage.com.
- **For best results in recording trips,** do not force terminate the App. Apple recommends that users not force terminate Apps and notes that Apps in the background are generally suspended and not using memory or battery. Therefore, there is no benefit to be gained from force terminating an App and in fact, relaunching the terminated App uses considerable battery power.
- **Vehicles and prior trips not showing in App after upgrading to new phone.** To fix this, go to Settings, navigate to the bottom of the page and click restore trips and vehicles.

Privacy and Security

Standard Mileage is committed to protecting your privacy. Your data is securely stored and never sold to third parties. Review the Privacy Policy in the app or on our website for full details. See <https://www.standardmileage.com/privacypolicy.html>. Terms of service are available at: <https://www.standardmileage.com/termsandconditions.html>

Conclusion

With Standard Mileage, keeping an accurate log of your driving miles has never been easier. Use the app regularly to ensure your mileage records are always up to date and ready for tax or reimbursement purposes.