

TRACKING DRIVES

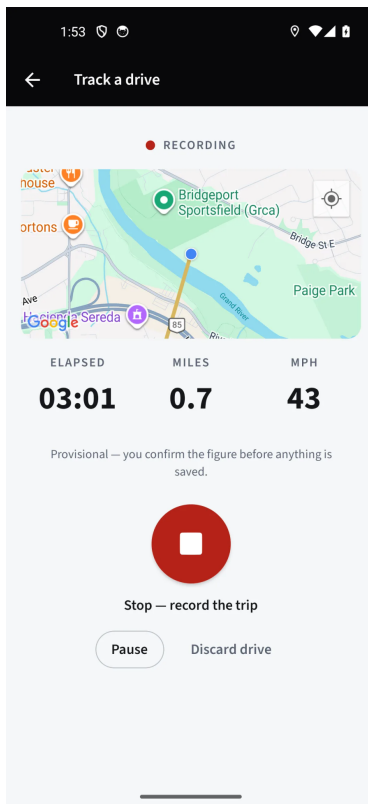
Record a trip manually

Track a drive with the live stopwatch on your phone, or type a trip in after the fact on the phone or the web.

<https://bizflowconnection.net/guides/record-a-trip-manually>

1. Track a drive live

From Home or the Trips tab, tap "Track a drive". Tap "Start tracking" when you pull out — allow location if asked, and the screen stays awake while the drive runs. You see the elapsed time, miles so far, and your route drawn on a map. "Pause" and "Resume" handle stops along the way.



2. Stop and record

When you park, tap "Stop — record the trip", then "Record trip". The trip form opens with the measured miles, times, and route filled in as a suggestion — nothing is saved until you confirm it.

TIP

If the app was closed mid-drive, the next open offers "Resume the drive" with everything measured so far — a crash never loses the log.

3. Or type it in on the phone

For a drive that already happened, tap "Record trip" on the Trips tab. Enter the distance as "Miles", or switch to "Odometer" and give the start and end readings. With From and To filled in, "Measure from the addresses" fills the miles from the road route for you to check.

Trip

Distance (miles)

6.9

What the drive measured — one decimal is plenty.

Measure from the addresses

Date of trip

Sat, Sep 5

A synced trip keeps its day — move a drive by deleting and re-recording it.

From

Home

To

Westlake Client

A deductible trip needs its destination on the record.

What kind of trip

Business Personal Medical Moving (military)

Charitable

Vehicle

4. Complete the record

Pick what kind of trip it was, the vehicle, and the job if it belongs to one. A business trip needs its business purpose — the form will not save one without it, because the record is incomplete without the why.

5. Or type it in on the web

On the website, open Trips and click "Record a trip". The form works the same way — Miles or Odometer, From and To, the kind of trip and its purpose. Trips recorded on either surface appear on both.

 Biz Flow Connect

My learning

Expense & Mileage

Leaderboard

Settings

D

 Demo

My business

1 of 2 businesses

Overview

TRACK

Money

Trips

Receipts

Calendar

ORGANIZE

Clients & jobs

Vehicles

Places & rules

Budgets

Import

UNDERSTAND

Reports

Tax pack

Tax years

How it works

Trips

A business drive is worth money at tax time — the IRS asks for the date, the distance, where you went and why. Record it while you still remember; anything incomplete waits in review rather than counting wrong.

Close

When

10/09/2026, 01:35 PM

Job

No job

Vehicle

No vehicle

Miles

Odometer

Distance (miles)

8.6

Get miles from the route

Fill in From and To below, and this measures the driving distance for you to check.

From

Shop

To

Client site, Austin

The destination goes on the record — audits ask for it.

What kind of trip

Business

Business purpose

Punch-list walkthrough

Required — a business trip without one does not count.

Record trip