Delivery & Rideshare Driver Income and Mileage Tracker: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

Drop-down cells only take values from the lists on the Settings tab (or the tab named in the guide). Edit the lists and the drop-downs follow.

The example file is filled with fictional shifts and expenses so you can see every number working. The blank file is the same workbook, empty. Use the blank one for your business.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer, Windows or Mac). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your apps (Uber Eats, DoorDash, Instacart, Lyft and so on), your mileage rate per mile (F2), the year (F6) and the % of profit you set aside for tax (F4).

2. Shifts: one row per shift: date, app, hours online, business miles, trips, what the app paid and the tips. Gross, dollars per hour and the mileage deduction fill in.

3. Expenses: phone plan, parking and tolls, delivery bags, accounting software. One row each.

Important: the mileage deduction column uses the per-mile rate you type in Settings. If you claim a per-mile rate, you generally cannot also deduct fuel and repairs for the same car, so leave those out of Expenses. Ask your tax adviser which method fits you.

What you get:

Dashboard: hours, miles, trips, gross, dollars per hour and per mile, mileage deduction, expenses, net profit and tax set-aside by month, plus each app compared.

Shifts: the dollars-per-hour column shows which apps and days are worth your time.

This is a record-keeping tool, not tax advice.

Help:

Something wrong, or a column you need? Message us on Etsy; we fix it and update the download for every buyer.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.