VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

ID#

Tax Year

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Vehicle Expense		Vehicle Expense	
Description of vehicle		Insurance	
-		Auto license/reg	
Date placed in service		Personal property tax	
		Lease payments	
Odometer reading		Interest	
beginning of year		Auto club	
Odometer reading		Warranty	
end of year		Smog Certificate	
Total miles		Other	
		Other	
Business miles		Total	
Commute miles		Travel & Entertainme	nt Expense
Daily average		Airfare, train	
round-trip commute		Car rental & gas	
Personal miles		Parking, tolls	
		Taxi, bus, shuttles	
Is car leased?	Yes	Lodging	
13 cal leased :	No	Meals	
Is car owned (or financed)	Yes	Entertainment	
	No	Tips	
Was this vehicle	Yes	Telephone	
depreciated in a prior year?	No	Dry Cleaning	
Gas, lube, oil		Number of days out of town	
Repairs & Maintenance		Other	
Tires		Other	
Towing		Total	

Other Information

Prepared By: