

## How to Keep Track of Your Car & Truck Expenses for Tax Purposes

You should keep track of all business and unreimbursed job expenses that are ordinary and necessary in your line of work that you pay for in order to operate and do your job or business activities. You can either deduct the business percentage of the business use of your actual vehicle expenses, or you can use the standard mileage rate (and Parking & Tolls).

### ACTUAL BUSINESS EXPENSES:

Gas	Keep ALL Receipts for all of these expenses.
Cleaning	
Insurance	
Oil and Lubrication	
Parking & Tolls	
Repairs	
Tires & Batteries	
Washing & Polishing	
License	
Property/Sales Taxes	
Depreciation of the use of your vehicle	<ul style="list-style-type: none"> <li>• Date that your vehicle was placed in service</li> <li>• How much your car/truck cost</li> </ul>

### BUSINESS MILEAGE:

Date	Business Purpose/ Where you went	Odometer Reading		Total Miles	
		Before	After	Business Use	Other/ Personal

Note: If you write the odometer reading when you first start using the car, and write it down at the end of the year in December or whenever your year ends, then you do not need to keep tracking/ or writing in the odometer reading, other/personal miles on a daily basis.