## AUTO EXPENSE WORKSHEET

| AUTOMOBILE INFORMATION |
| :--- |
| Make \& Model of Automobile: |
| Date Automobile was First Used for Business: |
| Purchase Price of Automobile: |
| Odometer Reading as of December 31 ${ }^{\text {st }}$ or January $1^{\text {st: }}$ |
| Is this an Auto Under 6,000 Lbs? |
| Truck or Van Under 13,000 Lbs? |
| Heavy Duty Truck Over 13,000 Lbs? |
| Do You or Your Spouse Have Another Vehicle for Personal Use? |
| Was Your Vehicle Available for Personal Use During Off-Duty Hours? |


| USING THE STANDARD MILEAGE RATE | AMOUNT |
| :--- | :---: |
| Business Miles |  |
| Commuting Miles |  |
| Personal \& Other Miles |  |
| Interest on Automobile Loan |  |
| Parking Fees \& Tolls |  |


| USING ACTUAL EXPENSES | AMOUNT |
| :--- | :---: |
| Business Miles |  |
| Total Miles for the Year |  |
| Gas \& Fuel |  |
| Oil \& Lubrication |  |
| Tires \& Batteries |  |
| Repairs \& Maintenance |  |
| Garage Rent \& Auto Club Membership |  |
| Washing \& Polishing |  |
| Automobile Insurance |  |
| Interest on Automobile Loan |  |
| License, Registration, \& Renewal Fees |  |
| Lease Payments |  |
| Parking Fees \& Tolls |  |
| Other: |  |


| LEASED AUTOMOBILE INFORMATION |
| :--- |
| Year Lease Began: |
| Fair Market Value of Leased Vehicle: |
| Number of Days Leased in the Year: |

## DID YOU SELL OR TRADE-IN AN AUTOMOBILE?

Date Automobile was Sold or Traded In:
Trade In Value or Amount Received for Sale:

