



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 st or January 1 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: