VEHICLE, TRAVEL & ENTERTAINMENT EXPENSES

Client:_____ID#_____ Tax Year _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursed.

Vehicle Expenses	
Description of Vehicle	
Date Placed in Service	
Odometer Reading Beginning of Year	
Odometer Reading End of Year	
Total Miles	
Business Miles	
Commute Miles	
Daily Average Round-Trip Commute	
Personal Miles	
Is car leased?	Yes_____ No_____
Is car owned (or financed)?	Yes_____ No_____
Was this vehicle Depreciated in a prior year?	Yes_____ No_____
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	
Insurance	
Auto License/Registration	
Personal Property Tax	
Lease Payment	
Interest	
Auto Club	
Warranty	
Smog Certification	
Other	
Total	

Travel & Entertainment Expenses	
Airfare, Train	
Car Rental & Gas	
Parking & Tolls	
Taxi, bus, shuttle	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of Days Out of Town	
Other	
Total	

Other information