

Vehicle and Travel Expenses

Name _____

Tax Year _____

VEHICLE EXPENSES

Description of Auto	
Date Purchased	
Purchase Price (Including Tax)	
Date Placed in Business Use	
Odometer - BEGINNING OF YEAR	
Odometer - END OF THE YEAR	
Total Miles This Year	
Business Miles	
Commuting Miles	
Daily Average Round Trip Commute	
Personal Miles	
Is Car Leased?	
Is Car Owned?	
Depreciated in Prior Years? (Y / N)	
Gas / Oil / Lube	
Repairs and Maintenance	
Tires	
Towing	
Insurance	
Auto Lic / Tags	
Personal Property Tax	
Lease Payments	
Other _____	

VEHICLE EXPENSES (Continued)

Interest (Auto Loan	
Warranty	
Inspection	
Parking / Tolls	
Car Washes	
Auto Club Membership	
Other _____	

TRAVEL EXPENSES

Airfare / Train	
Car Rentals / Gas / Insurance	
Taxis / Buses / Shuttles	
Lodging	
Meals (While on Travel)	
Entertainment (While on Travel)	
Tips	
Telephone / Faxes	
Dry Cleaning (While out of town)	
Travel Agent Fees	
Number of Days out of town	
Other _____	
Other _____	

Note: By completing this form you certify that the entries can be substantiated by documentation. You are advised to retain and possess all receipts and back up for at least 5 years after filing this year's tax return.