Vehicle, Travel & Entertainment Expenses

Client:	Tax Year:	Preparer:
	<u></u>	<u> </u>

Vehicle Information		
Year, Make, Model		
Date Placed in Service		
Odometer Reading:		
Start of Year		
End of Year		
Total Miles		
Business Miles		
Commuting Miles		
Daily R/T Commute		
Personal Miles		
Car is: ☐ leased ☐ owned		
Car depreciated in a prior year? ☐ Yes ☐ No		

Actual Expenses		
Gas, Oil, Lube	\$	
Other Maintenance	\$	
Tires	\$	
Repairs	\$	
Towing	\$	
Insurance	\$	
Registration	\$	
State Inspection	\$	
Personal Property Tax	\$	
Lease Payments	\$	
Auto Loan Interest	\$	
Auto Club	\$	
Warranty	\$	
Smog Certificate	\$	
	\$	
	\$	

Travel & Entertainment		
# of Days out of town		
# of Personal days		
Airfare, Train	\$	
Rental Car	\$	
Rental Car Fuel	\$	
Parking, Tolls	\$	
Taxi, Bus, Subway	\$	
Lodging	\$	
Meals	\$	
Business Entertainment	\$	
Tips	\$	
Telephone	\$	
Dry Cleaning	\$	
	\$	
	\$	
	\$	