

VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, or are reimbursable.

CLIENT: _____

Tax Year: _____

Vehicle Information	
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?	
Is car owned (or financed)?	
Was this vehicle depreciated in a prior year?	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxis, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other:	
Other:	
Total	

Vehicle Expense	
Auto club Warranty	
Auto license/reg	
Gas, lube, oil	
Insurance	
Interest	
Lease payments	
Personal property tax	
Repairs & maintenance	
Smog Certificate	
Tires	
Towing	
Other:	
Other:	
Total	