VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client:		ID#	Tax Year
The purpose of this worksheet is to be deductible, it must be consi	to help you organize you dered an "ordinary and n	r tax deductible business expenses. ecessary" expense. You may include een reimbursed, expect to be reimbu	In order for an expense e other applicable rsed, or are reimbursable.
Vehicle Expense		Vehicle Expense	
Description of vehicle		Insurance	
•		Auto license/reg	
Date placed in service		Personal property tax	
		Lease payments	
Odometer reading		Interest	
beginning of year		Auto club	
Odometer reading		Warranty	
end of year		Smog Certificate	
Total miles			
rotal IIIIIoo		Other	
Business miles		Total	
Commute miles			
Commute miles		Travel & Entertainr	nent Expense
Doily average		Airfare, train	
Daily average		Car rental & gas	
round-trip commute		Parking, tolls	
Personal miles		Taxi, bus, shuttles	
	• •	Lodging	
Is car leased?	Yes	Meals	
	No	Entertainment	
Is car owned (or financed)	Yes	Tips	
	No	Telephone	
Was this vehicle	Yes	Dry Cleaning	
depreciated in a prior year?	No	Number of days out of town	
Gas, lube, oil		Other	
Repairs & Maintenance		Other	
Tires			
Towing		Total	
Other Information			