VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client:		ID#	Tax Year
The purpose of this worksheet is to be deductible, it must be consi expenses. Do not include expense.	to help you organize your dered an "ordinary and ne ses for which you have be	tax deductible business expenses. ecessary" expense. You may include een reimbursed, expect to be reimb	In order for an expense de other applicable ursed, or are reimbursable.
Vehicle Expe	ense	Vehicle Ex	pense
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		Other	
		Other	
Business miles		Total	
Commute miles		Travel & Entertain	ment Expense
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	
1 7	No	Number of days out of town	
Gas, lube, oil		Other	
Repairs & Maintenance		Other	
Tires			
Towing		Total	
	Other In	formation	

Prepared By: