

Vehicle, Travel & Entertainment Expenses

Client: _____ Tax Year: _____ Preparer: _____

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: <input type="checkbox"/> leased <input type="checkbox"/> owned	
Car depreciated in a prior year? <input type="checkbox"/> Yes <input type="checkbox"/> 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	\$
	\$
	\$
	\$