

## Vehicle, Meal, Travel & Entertainment Expenses

### Vehicle Information

Date of first use		
Odometer reading, in svc		
	<b>Cost</b>	<b>Purchase Date</b>
Year/Make/Model		
<input type="checkbox"/> Owned <input type="checkbox"/> Leased		
Fair Market Value on date of first use		
Vehicle this replaced, if any (yr/make/model)		
If sold, selling price		

### Current Year Usage

<b>Odometer Reading:</b>	
Start of Year	
End of Year	
Total Miles (Annual)	
Commuting Miles (Annual)	
Daily Commuting Miles	
Personal Miles (Annual)	

### Actual Vehicle Expenses

<b>Maintenance</b>	
Gas, Oil, Lube	
Tires	
Insurance	
Registration	
State inspection	
Auto loan interest	
Lease payments	
Auto club membership	
Repairs	
Towing	
Personal property tax	

### Local Expenses (not commuting)

<b>Transportation</b>	
Parking / Tolls	
Taxi, Subway, Bus	
<b>Business Meals</b>	
<b>Business Entertainment</b>	

### Travel Expenses (away overnight)

<b>Purpose of trip</b>	
<b># of days out of town</b>	
# of personal days	
<b>Transportation</b>	
Airfare / Train	
Rental car	
Rental car fuel	
Parking / Tolls	
Taxi, Subway, Bus	
<b>Lodging</b>	
Hotel	
Tips	
Telephone	
Dry cleaning	
Internet access	
<b>Business Meals</b>	
<b>Business Entertainment</b>	
<b>Passport / Photos</b>	