

Vehicle, Travel & Entertainment Expense

Client: _____

ID#: _____ Tax Yr: _____

The purpose of this worksheet is to help you organize your tax deductible 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, expect to be reimbursed or are reimbursed.

Vehicle Expense		Vehicle Expense	
Description of Vehicle		Insurance	
Date Placed in Service		Auto License/Reg	
Odometer Reading beginning of yr		Personal Property Tax	
Odometer Reading ending of yr		Lease Payments	
Total Miles		Interest	
Business Miles		Auto Club	
Commute Miles		Warranty	
Daily Average Round-Trip Commute		Smog Certificate	
Personal Miles		Other	
Is car Leased?		Other	
Is car Owned?		Total	
Was this vehicle depreciated in a prior year?			
Gas, Lube, Oil			
Repairs & Maintenance			
Tires			
Towing			
Total			
Gross Income			

Travel & Entertainment Expense	
Airfare, Train	
Car Rental & gas	
Taxi, Bus, Shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other	
Other	
Total	

"Please provide your accurate gross income from business for the year above."

Signature: _____

Date: _____