

VEHICLE, TRAVEL & ENTERTAINMENT EXPENSES

Client: _____ ID# _____ Tax Year _____

Vehicle Information

Vehicle Information	
Description of Vehicle	
Date Placed in Service	
Odometer Reading Beginning of Year	
Odometer Reading End of Year	
Total Miles	
Business Miles	
Commute Miles	
Dailey Average Round-Trip Commute	
Personal Miles	
Is car leased?	Yes _____ No _____
Is car owned?	Yes _____ No _____
Was this vehicle depreciated in a prior year?	

Vehicle Expenses

Vehicle Expenses	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	
Insurance	
Auto License/Registration	
Personal Property Tax	
Lease Payments	
Interest	
Auto Club	
Warranty	
Washes	
Smog Certificate	
Other	
Total	

Travel & Entertainment Expense

Travel & Entertainment Expense	
Airfare, Train	
Car Rental & Gas	
Parking & Tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Other	
Total	