

# VEHICLE, TRAVEL & ENTERTAINMENT EXPENSES

YEAR: \_\_\_\_\_

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expenses. You may include other applicable expense. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

## VEHICLE EXPENSE (100% business usage):

\_\_\_\_\_ Description Of Vehicle  
\_\_\_\_\_ Date Placed In Service  
\_\_\_\_\_ Odometer Reading (Beginning Of Year)  
\_\_\_\_\_ Odometer Reading (End Of Year)  
\_\_\_\_\_ Total Business Miles  
\_\_\_\_\_ Total Personal Miles  
\_\_\_\_\_ Repair & Maintenance  
\_\_\_\_\_ Gas/Diesel  
\_\_\_\_\_ Tires  
\_\_\_\_\_ Towing  
\_\_\_\_\_ Insurance  
\_\_\_\_\_ Smog Test/Certificate  
\_\_\_\_\_ Warranty Expenses  
\_\_\_\_\_ Other Expenses (Include Oil Charges, Tune-Ups, ETC.)  
\_\_\_\_\_ Auto License/Registration  
\_\_\_\_\_ Auto Club Membership

## TRAVEL & ENTERTAINMENT EXPENSES:

\_\_\_\_\_ Airfare/Bus/Taxi  
\_\_\_\_\_ Bridge/Road Tolls/Parking  
\_\_\_\_\_ Car Rental  
\_\_\_\_\_ Dry Cleaning  
\_\_\_\_\_ Entertainment  
\_\_\_\_\_ Lodging  
\_\_\_\_\_ Meals  
\_\_\_\_\_ Other Travel Expenses  
\_\_\_\_\_ Total Days Out Of Town  
\_\_\_\_\_ Taxi/Lyft/Uber/Subway  
\_\_\_\_\_ Telephone  
\_\_\_\_\_ Tips

Is Vehicle Leased Yes / No If Yes, Amount Of Lease Payments \_\_\_\_\_

Is Vehicle Owned (Or Financed) Yes / No If Yes, Interest Paid On Financing \_\_\_\_\_

Was This Vehicle Depreciated In A Prior Year Yes / No

## OTHER INFORMATION REGARDING VEHICLE EXPENSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_