

Vehicle, Travel, & Entertainment Deductions Worksheet

Client Name: _____

Tax Year: _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. What makes an expense tax deductible? It must be considered an "ordinary and necessary" expense. Do not include expenses which have been reimbursed, are expected to be reimbursed, or are reimbursable.

Vehicle Expense	
Description Of Vehicle	
Date Placed in Service	
Odometer Reading—Beginning of Yr	
Odometer Reading— Ending of Yr	
Total Miles	
Business Miles	
Commute Miles	
Daily Average Round-Trip Commute	
Personal Miles	
Is Car Leased?	
Is Car Owned (or Financed)?	
Was this vehicle depreciated in a prior year?	
Gas, Lube, Oil	
Repairs & Maintenance	
Tires	
Insurance	
Auto License/ Registration	
Personal Property Tax	
Lease Payments	
Interest	
Auto Club	
Warranty	
Smog Certificate	
Other: _____	
Total:	

Travel & Entertainment Expense	
Airfare, Train	
Car Rental & Gas	
Parking, Tolls	
Taxi, Bus, Shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Other: _____	
Total	

Other Information	