

20__ Electrician's Business Expenses

Business Vehicle Use	<u>Vehicle # 1</u>	<u>Vehicle # 2</u>	<u>Vehicle # 3</u>	
Total Miles Driven	_____	_____	_____	
Business Miles Driven	_____	_____	_____	
Number of trips home	_____	_____	_____	
Round-Trip Miles Home	_____	_____	_____	
If electing to use actual expenses, please complete the following:				
Gas & Oil	\$ _____	_____	_____	
Repairs	\$ _____	_____	_____	
Tires	\$ _____	_____	_____	
Insurance	\$ _____	_____	_____	
License	\$ _____	_____	_____	
Lease Payments	\$ _____	_____	_____	
Parking Fees	\$ _____	_____	_____	
Washing	\$ _____	_____	_____	
Do you (or your spouse) have another vehicle available for personal purposes?		Yes	No	N/A
If your employer provided you with a vehicle, is personal use during off-hours permitted?		Yes	No	N/A
Do you have evidence to support your deduction?		Yes	No	N/A
If yes, is the evidence written?		Yes	No	N/A

Purchase and sale of an automobile				
<u>Description</u>	<u>Vehicle #</u>	Transaction Code P = purchase; S = sold T = Trade	<u>Transaction Date</u>	<u>Amount</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Employee business expenses	
Union Dues	\$ _____
Meals: Actual cost X 50%.....	\$ _____
or # of nights out of town (for per diem calculation) _____	
Lodging	\$ _____
Laundry & Uniforms	\$ _____
Trade journals	\$ _____
Telephone	\$ _____
Cell Phone	\$ _____
Code Book	\$ _____
Tools	\$ _____
Protective wear	\$ _____
Other	\$ _____

Employer Reimbursement	
Reimbursement included in W-2	\$ _____
Reimbursement not included in W-2	\$ _____