

## 20\_\_ Employee Business Expenses

Business Vehicle Use	<u>Vehicle # 1</u>	<u>Vehicle # 2</u>	<u>Vehicle # 3</u>	
Total Miles Driven .....	_____	_____	_____	
Business Miles Driven .....	_____	_____	_____	
Commuting Miles for Year .....	_____	_____	_____	
Vehicle Loan Interest Paid.....	_____	_____	_____	
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 <u>T = Trade</u>	<u>Transaction Date</u>	<u>Amount</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Employee business expenses	
Airfare .....	\$ _____ Telephone .....
Meals: Actual cost .....	\$ _____ Cell Phone .....
Or # of nights out of town (for per diem calculation) _____	Entertainment.....
Lodging .....	\$ _____ Advertising .....
Laundry & Uniforms .....	\$ _____ Protective wear .....
Dues & Subscriptions.....	\$ _____ Other .....
	\$ _____

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