Employee Business Expenses:

Employee: Year

Auto Mileage Info	Vehicle 1	Vehicle 2
Description of vehicle		
Date placed in service		
Total miles driven for year		
Biz miles Jan 1 thru Jun 30		
Biz miles Jul 1 thru Dec 31		
Avg. daily commute		
Total commuting miles		
Business use percentage	%	%
Mileage allowance:		
Do you own the auto?	[ ] Yes [ ] No	[ ] Yes [ ] No
Another vehicle available ?	[ ] Yes [ ] No	[ ] Yes [ ] No
Evidence to support?	[ ] Yes [ ] No	[ ] Yes [ ] No
Is the evidence written ?	[ ] Yes [ ] No	[ ] Yes [ ] No

Actual Auto Expenses:	Vehicle 1	Vehicle 2
Gas, fuel		
Repairs & Maintenance		
Insurance		
Other		
Lease Payments:		
Date lease began		
FMV of vehicle at beginning		
LEASE INCLUSION	-	-
Total actual expenses		
x Business use percentage	%	%
DEDUCTION		

Travel Expenses:

Parking, tolls, local transportation	
Lodging	
Airfare	
Car rental	
TOTAL	

Meals & Entertainment:

Meals while away from home on business	
Entertainment of clients or customers	
TOTAL	
x 50%	
M&E expenses not subject to limit -CAUTION	

BUSINESS EXPENSES:

Advertising	
Bank Charges	
Commissions	
Fax, Copies, Printing	
Freight & Shipping	
Insurance: (non-health)	
Interest: (non auto)	
Licenses & Fees	
Marketing and sales expenses	
Office Supplies & Expenses	
Postage	
Publications	
Rent: equipment	
Rent: office	
Rent: storage	
Repairs & Maint	
Supplies	
Telephone (non cell)	
Telephone (cell) x %	
Utilities	

Office In Home Expenses

Total sq ft: bus sq ft	%
UTILITIES: electric, water, trash, etc	
less personal use allowance %	-
Home mortgage interest	
Property taxes	
Homeowner and flood insurance	
Repairs & Maint	
Other Expenses: pest control, security, etc	

Reimbursements for Meals-Entertaiment not in income

Reimbursements for Business Expenses not in income

Did you purchase or dispose of any furniture or equipment? [ ]Yes [ ]No

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