

## VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2012

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" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Vehicle Expense	
★	Description of vehicle
★	Date placed in service
★	Odometer reading beginning of year
★	Odometer reading end of year
★	<b>Total miles</b>
★	<b>Business miles</b>
	Commute miles
	Daily average round-trip commute
	Personal miles
	Is car leased? Yes _____ No _____
	Is car owned (or financed) Yes _____ No _____
	Was this vehicle depreciated in a prior year? Yes _____ No _____
	Gas, lube, oil
	Repairs & Maintenance
	Tires
	Towing

Vehicle Expense	
Insurance	
Auto license/reg	
Personal property tax	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

Prepared By:

**The Tax Office Inc**  
**416 S Jones Blvd**  
**Las Vegas NV 89107-2658**  
**Tel: (702) 259-1040 Fax: (702) 870-6817**

01-19-2013