

AUTO, TRAVEL AND ENTERTAINMENT WORKSHEET

NAME: _____

20 _____

AUTOMOBILE EXPENSES:	VEHICLE #1	VEHICLE #2
Date Vehicle First Used for Business	_____	_____
*Number of Months Vehicle Used for Business during the Tax Year	_____	_____
*Total Miles Vehicle Driven during the Tax Year <u>Including Personal and Commuting</u>	_____	_____
*Business Miles Vehicle Driven	_____	_____
*Average Daily Round Trip Commuting Miles.....	_____	_____

***NOTE: THE FIVE ITEMS ABOVE THAT ARE MARKED WITH AN ASTERISK ARE REQUIRED ENTRIES!
ENTER 100 PER CENT OF VEHICLE EXPENSES BELOW:**

Fuel (Gasoline, Diesel), Oil & Lubrications	\$ _____	\$ _____
Repairs, Tires, Supplies, Etc.....	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
License Tags.....	\$ _____	\$ _____
Car Washes and Waxes	\$ _____	\$ _____
Lease Payments Made During the Tax Year.....	\$ _____	\$ _____
Auto Club Membership Dues	\$ _____	\$ _____
Parking Fees and Tolls.....	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____

NOTE: IF YOU PURCHASED A NEW VEHICLE FOR BUSINESS USE DURING THE TAX YEAR, BRING THE PURCHASE AGREEMENT WITH YOU TO YOUR TAX INTERVIEW.

TRAVEL EXPENSES WHILE AWAY FROM HOME OVERNIGHT:

Fares for Airplane, Train, Boat, Bus, Taxicabs, etc.	\$ _____
Lodging While Away From Home Overnight (DO NOT include meals).....	\$ _____
Meals While Away From Home Overnight	\$ _____

PROMOTION AND ENTERTAINMENT:

Telephone Expense for Business (DO NOT include the basic charge for your home telephone).....	\$ _____
Advertising and Promotion & Tickets Given to Clients for Shows, Sporting Events, Etc	\$ _____
Meals with Business Clients and Entertainment of Clients	\$ _____
Postage and Office Supplies	\$ _____
Gifts to Clients.....	\$ _____

REIMBURSEMENTS FROM YOUR EMPLOYER:

Reimbursement for Meals and Entertainment	\$ _____
Reimbursement for Vehicle Expenses	\$ _____
Reimbursement for Travel & Business Expenses Other Than Vehicle & Meals/Entertainment.....	\$ _____

Are the reimbursements included on your W-2? (Check One) _____ Yes _____ No _____ Don't Know