## Vehicle, Travel, & Entertainment Expense

Name.			
Address:			
Email:			
Cell:			
deductible, it must be consid	dered an "ordinary and nece	our tax deductible business expenses. In ord essary" expense. You may include other app expected to be reimbursed, or are reimburs	licable expenses. Do not
Vehicle	Expense	Vehicle Exp	ense
Description of	and the second control of the second control	Insurance	
vehicle		Auto license/ reg	
Date places in		Personal property tax	
service			
Odometer reading		Lease payments	
beginning of year		Interest	
Odometer reading		Auto club	
end of year		Warranty	
Total miles		Other	
Business miles		Other	
business miles		Total	
Commute miles			
Daily average round-		Travel & Entertainme	ent Expense
trip commute		Airfare	
Personal miles		Car rental & gas	
		Parking, tolls	
Is your car leased?	Yes	Taxi, bus, shuttle	
	No	Lodging	
Is your car owned?	Yes	Meals	
	No	Entertainment	· · · · · · · · · · · · · · · · · · ·
Was this vehicle	Yes	Tips	
depreciated in a	No	Telephone	The Transfer of the Assessment
prior year?		Dry cleaning	
Gas, Lube, Oil		Number of days out of town	
Repairs &		Other	
Maintenance		Other	
Tires		Total	
	E		
Towing		Other:	
Total			

## **Business Deductions**

Name:

Address:			
Email:			
Cell:			
deductible, it must be consid	dered an "ordinary and necessary"	deductible business expenses. In ord expense. You may include other applice reimbursed, or are reimbursable.	icable expenses. Do not
iviiscellaneous	Control of Addition	Tele	phone
Business Cards		Long Distance	
Clerical		Fax	
Computer Supplies		Other	
Customer List		Other	
Gifts		total	
Office Supplies			
Postage		Equip	oment
Printing		Desk	
Repairs		Chair	
Shipping		Filing Cabinet	
Stationery		Cell Phone	
Other		Software	
Other		Telephone	
Total		Other	
Total		Other	
		Total	
Professional			
Dues		Vehicle	
E & O Insurance		See Vehicle, Travel & Enterta	ainment Worksheet
Legal & Professional			
Licenses		Other Info	ormation
Memberships			
Publications			
Seminars			
Continuing Ed			
Other			
Other			
Total			