

VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

VEHICLE EXPENSE	
Description of vehicle	
Date placed in service	
Odometer reading beginning of the year	
Odometer reading end of the year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	Yes _____ No _____
Is car owned (or financed)	Yes _____ No _____
Was this the vehicle depreciated in a prior year?	Yes _____ No _____
Gas, lube, oil	
Tires	
Towing	

VEHICLE EXPENSE	
Insurance	
Auto license / registration	
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