

The Tax Place

721 E. Chapman Ave.

Fullerton, CA 92831

Office (714) 449-2099

Fax (714) 449-9919

Vehicle, Travel, & Entertainment Expense		Tax Year _____	
Vehicle Expense	Amount	Travel & Entertainment Expense	
Description of Vehicle		Airfare, Train	
Date Placed in Service		Car Rental & Gas	
Odometer Reading Beginning of year		Parking, Tolls	
Odometer Reading End of Year		Taxi, Bus, Shuttles	
Total Miles		Lodging	
Business Miles		Meals	
Commute Miles		Entertainment	
Daily average round trip commute		Tips	
Personal Miles		Telephone	
Is car leased?	Yes _____	Dry Cleaning	
	No _____		
Is car owned? (or financed)	Yes _____	Number of days out of town	
	No _____		
Was this vehicle depreciated in a prior year?		Other	
Gas, Lube, Oil		Other	
Repairs & Maintenance		Total	
Tires			
Towing			
Insurance			
Auto License Reg			
Personal Property Tax			
Lease Payments			
Interest			
Auto Club			
Warranty			
Smog Certificate			
Other			
Other			
Total			

The purpose of this worksheet is to help you organize your tax deductible 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.