

VEHICLE EXPENSE WORKSHEET		TAX YEAR	
COMPANY INFORMATION			
Business Name			
Tax Year			
	VEHICLE 1	VEHICLE 2	
MAKE, USE & MILEAGE			
Year, Make, Model			
Start Date of Business Use	/ /	/ /	
Total Miles			
Business Miles			
PURCHASE INFO			
	If vehicle was purchased:		If vehicle was purchased:
Purchase Date	/ /	/ /	
Purchase Price	\$	\$	
LEASE INFO			
	If vehicle was leased:		If vehicle was leased:
FMV of Leased Vehicle			
Year Lease Began			
Number of Lease Days This Year			
ACTUAL VEHICLE EXPENSES			
Parking	\$	\$	
Gasoline	\$	\$	
Repairs & Insurance	\$	\$	
Licenses	\$	\$	
Tolls	\$	\$	
Oil	\$	\$	
Vehicle Registration	\$	\$	
Lease or Rental Fees	\$	\$	
MANDATORY IRS DUE DILIGENCE			
Do you have another vehicle available for personal use?	Yes	No	
Do you have written evidence or a mileage log? (This is required to qualify for the deduction)	Yes	No	
Were you reimbursed for any travel expense including mileage?	Yes	No	
SIGNATURE			
✓ I verify that the above information is correct and that I can provide the documentation required to backup these claims.			
Printed Name			Signature
Date			