Please save and bring to your tax appointment:
1. Invoice on any new auto/truck purchase
2. Receipts for smog, oil changes, repairs for odometer readings

AUTO:

MILES DRIVEN

FMV: _____ Date first used: _____
Auto:(year) _____ (make) _____
Beginning Odometer: _____
Ending Odometer: _____
Total Miles for Year: _____
Business Use: % _____
Business Miles _____
Commute Miles:
RT Commute: _____
Days Worked: _____
Total Commuting: _____
Personal Miles _____

Note: Business miles should not include miles from home to business. Trips between your home and primary work location are commuting miles and are not deductible.
Miles driven between business locations are deductible.
Please keep a calendar showing where you drove with miles driven.

AUTO OPERATING EXPENSE

Gas:
_____ (miles) / _____ (MPG) x $_____ (avg. Price) = _____ (gas)
Lube and Oil:
$_____ x _____ (time/year) = _____
Car Wash:
$_____ x _____ (time/year) = _____
Repairs and Maintance: _____
Tires: _____
Auto Club: _____
Smog Certificate: _____
Auto Insurance: _____
Total: $_____
Other:
Parking _____
Interest (auto) _____
DMV _____
Lease Payment: _____
$_____ x _____ + _____ = _____

TRAVEL:

TRANSPORTATION

Airfare $ _____
Car rental _____
Parking _____
Taxi _____
Train, bus, subway _____
Other:_____ _____
Other:_____ _____
Other:_____ _____
Total: _____

OVERNIGHT BUSINESS - MEALS AND ENTERTAINMENT

DATES From	- To	City - State	Per Diem Days	or	Actual
				$	
			TOTAL:	$	

Meals and Incidentals - Overnight $ _____

Overnight Business Meals and incidental expenses are deductible under two methods. Actual or Per Diem Rates
Actual Expenses - Requires date, place, amounts per meal, or entertainment, receipts for meals over $75
Per Diem Rates - Range from $30 - $50 per day (adjusted each year) depending on city and requires dates away from home.