

Vehicle, Travel, and Entertainment Expenses

CLIENT _____ TAX YEAR _____

The purpose of this worksheet is to help you organize your tax information regarding your expenses for Vehicle, Travel, and Entertainment.

Remember that for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include all the applicable expenses. DO NOT include expenses for which you have been **reimbursed, expect to be reimbursed, or are reimbursable**.

Pascarella & Pyrch-Bowlan Accounting Group, LLC's staff will still need all the supporting documentation.

Vehicle Expenses

Description of Vehicle	
Date Placed in Service	
Is Vehicle Leased?	
Is Vehicle Owned (or Financed)?	
Was this Vehicle Depreciated in a prior year?	
Odometer Reading	
Beginning of Year	
Odometer Reading	
End of Year	

Vehicle Mileage

Business Mileage	
Commuter Mileage	
Daily Average	
Round-Trip Commute	
Personal Mileage	

Vehicle Repairs & Maintenance

Gas, Lube, Oil	
Repairs & Maintenance	
Tires	
Towing	
Insurance	
Auto License/Registration	
Personal Property Tax	
Lease Payments	
Interests	
Auto Club	
Warranty	
Smog Certificate	
Other	
Other	
Other	
Total	

Travel & Entertainment Expenses

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	
Other	
Total	

Other Information
