

Vehicle Expenses Worksheet

Please use separate sheet for each vehicle

Make of Vehicle _____
Model of Vehicle _____
Year of Vehicle _____
Date vehicle began being used for business _____
Mileage reading at beginning of use or year _____
Mileage reading at end of year _____
Miles used in Business _____
Miles used for commuting _____
Miles used for other personal travel _____

Is there another vehicle available for personal use? Yes No
Was this vehicle available for personal use during non business hours? Yes No
Was the vehicle used primarily by a more than 5% owner? Yes No
Is there evidence to support this business use claimed? Yes No

If you would like to use actual expenses instead of the standard mileage rate please answer the following.

Actual Expenses-

Gasoline	\$ _____	Other Expenses not listed- (please list type & amount)
Oil	\$ _____	
Repairs	\$ _____	
Insurance	\$ _____	
Registration	\$ _____	\$ _____
License	\$ _____	\$ _____
Rental or Lease Fees	\$ _____	

Original Cost of Vehicle or
fair market value on Date placed in Service \$ _____

Interest Pd. On Vehicle Loan \$ _____