

Vehicle, Travel and Entertainment Deductions

Client: _____

Tax Year: _____

The purpose of this sheet is to help you organize you tax deductible business expenses. In order for an expense to be deductible it must be considered an "ordinary and necessary" expense. Do not include expenses for which you have been reimbursed or expect to be reimbursed.

Vehicle Information	
Vehicle Description	
Date Placed in Service	
Total Miles Driven	
Business Miles Driven	
Personal Miles Driven	
Leased Vehicle	Yes / No
Financed Vehicle	Yes / No

Travel	
Airfare	
Bus, Train	
Car Rental	
Parking & Tolls	
Lodging	
Other:	
Total	

Vehicle Expense	
Gas	
Repair & Maintenance	
Tires	
Insurance	
Registration	
Property Tax	
Lease Payments	
Interest on Loan	
Other:	
Total	

Miscellaneous	
Meals	
Entertainment	
Other:	
Other:	
Total	

Other Information	

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