

Car and Truck Expense Worksheet

<u>GENERAL INFO</u>	Vehicle 1		Vehicle 2	
* Must have to claim standard mileage rate	<u>Jan - Jun</u>	<u>July- Dec</u>	<u>Jan - Jun</u>	<u>July- Dec</u>
MUST USE EXACT MILEAGE CALCULATED				
NO ESTIMATES ALLOWED - OR UPON AUDIT WILL BE DISALLOWED				
Dates used if not for the time period				
Description of Vehicle *				
Date placed in service*				
Total Business miles*				
Total Commuting Miles*				
Other Miles*				
Total Miles for the period*				
Purchased or Leased Vehicle Information				
Total purchase price (All fees and charges necessary to obtain vehicle)				
Date				
Interest Rate				
<u>ACTUAL EXPENSES</u>				
Gasoline				
Repairs, Oil Changes				
Car Wash, Misc Car Expense				
Vehicle Registraiton Fee				
Vehicle Lease or rental fee				
Inclusion amount (preparer use)				
Depreciation (preparer use)				
Parking fee, tolls, local transportation *				
Portion of vehicle registration fee based on value				
Interest paid on vehicle*				
DEPRECIATION				
Cost or basis				
Type of vehicle (preparer use)				
Section 179 expense (preparer use)				
Date sold				
Sales Price				
Expense of sale				
Answer Yes or No for the following questions.....				
Is another vehicle available for personal use?		YES NO		YES NO
Was vehicle available during off duty hours?		YES NO		YES NO
Was vehicle used by a > 5% owner or related person?		YES NO		YES NO
Do you have evidence to support the business use claimed?		YES NO		YES NO
Is it written evidence?		YES NO		YES NO

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