

CAR & TRUCK EXPENSES WORKSHEET

INFORMATION SUBMITTED BY: _____

	VEHICLE 1	VEHICLE 2	VEHICLE 3
<u>MAKE & MODEL OF VEHICLE</u>			
<u>DATE PLACED IN BUSINESS USE</u>			
<u>IF TRUCK, PLEASE LIST 1/2, 3/4 OR 1 TON</u>			
<u>ODOMETER READING AS OF 12-31-23</u>			
<u>ODOMETER READING AS OF 01-01-23</u>			
TOTAL MILES FOR THE YEAR			
<u>BUSINESS MILES FOR THE YEAR</u>			
<u>COMMUTING MILES FOR THE YEAR</u>			
<u>OTHER PERSONAL MILES FOR THE YEAR</u>			
ABOVE 3 LINES SHOULD EQUAL TOTAL MILES			
<u>IS ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?</u>			
<u>WAS THE VEHICLE AVAILABLE FOR PERSONAL USE AFTER HOURS?</u>			
<u>WHO WAS THE PRIMARY USER OF THIS VEHICLE?</u>			
<u>IS THERE EVIDENCE TO SUPPORT BUSINESS USE CLAIMED?</u>			
<u>IF YES, IS IT WRITTEN? (LOG BOOKS, ETC)</u>			
<u>WAS THE VEHICLE LEASED?</u>			
<u>COST OF VEHICLE OR FAIR MARKET VALUE WHEN PUT IN SERVICE</u>			

(THIS IS USUALLY NEEDED ONLY IN THE FIRST YEAR OF USE)

ACTUAL EXPENSES:

<u>GAS, OIL, REPAIRS, INSURANCE, ETC.</u>			
<u>REGISTRATION, LICENSE, INSPECTION FEES</u>			
<u>LEASE OR RENTAL FEES PAID</u>			
<u>PARKING & TOLLS</u>			
<u>INTEREST PAID ON VEHICLE LOAN (NOT THE PAYMENT AMOUNT)</u>			

DISPOSITION OF VEHICLE:

<u>DATE DISPOSED OF</u>			
<u>HOW DISPOSED OF I.E. SOLD, TRADED IN, JUNKED</u>			
<u>AMOUNT RECEIVED FOR OLD VEHICLE</u>			

(INCLUDE PURCHASE OR TRADE-IN PAPERWORK ON ALL NEW PURCHASES OR EXCHANGES)

SHOULD YOU HAVE MORE THAN 3 VEHICLES, PLEASE USE ANOTHER PAGE