

Car and Truck Expense Worksheet

<u>GENERAL INFO</u>	Vehicle 1	Vehicle 2
* Must have to claim standard mileage rate		
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 Registration 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?		
Was vehicle available during off duty hours?		
Was vehicle used by a > 5% owner or related person?		
Do you have evidence to support the business use claimed?		
Is it written evidence?		