VEHICLE, TRAVEL, & ENTERTAINMENT EXPENSE

Tax Year _____

Vehicle Expense		**Vehicle Expense**	
Description of vehicle		Warranty	
Date placed in service		Smog Certificate	
Odometer reading beginning of year		Other	
Odometer reading end of year		Other	
Total miles		Total	
Business miles		**Travel & Entertainment Expense**	
Commute miles		Airfare, train	
Daily average round trip commute		Car rental & gas	
Personal miles		Parking, tolls	
Is car leased?	Yes_____ No _____	Taxi, bus, shuttles	
Is car owned (or financed)	Yes_____ No _____	Lodging	
Was this vehicle depreciated in a prior year?	Yes_____ No _____	Meals	
Gas, lube, oil		Entertainment	
Repairs & Maintenance		Tips	
Tires		Telephone	
Towing		Dry Cleaning	
Insurance		Number of days out of town	
Auto license reg		Other	
Personal property tax		Other	
Lease payments		Total	
Interest			
Auto club			

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