

**AUTO EXPENSE WORKSHEET**

PLEASE FILL OUT ONE SHEET PER VEHICLE

TYPE OF VEHICLE: MAKE/MODEL/YEAR \_\_\_\_\_

MONTH/YEAR FIRST USED FOR BUSINESS: \_\_\_\_\_ PURCHASE PRICE \$ \_\_\_\_\_

<b>MILEAGE AND EXPENSES</b>	
TOTAL MILES DRIVEN IN 2016	
BUSINESS MILES	
COMMUTING MILES	
PERSONAL MILES	
PARKING FEES	\$
TOLLS	\$
CAR LOAN INTEREST PAID IN 2016	\$

<b>PLEASE ANSWER YES OR NO TO ALL QUESTIONS</b>	<b>YES</b>	<b>NO</b>
DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?	<input type="checkbox"/>	<input type="checkbox"/>
WAS YOUR VEHICLE AVAILABLE FOR USE DURING OFF DUTY HOURS?	<input type="checkbox"/>	<input type="checkbox"/>
DO YOU HAVE EVIDENCE TO SUPPORT YOUR DEDUCTION?	<input type="checkbox"/>	<input type="checkbox"/>
IF "YES" IS THE EVIDENCE WRITTEN?	<input type="checkbox"/>	<input type="checkbox"/>

\*\*\*\*\*

**\*\*COMPLETE THE SECTION BELOW ONLY IF YOU ARE CLAIMING ACTUAL EXPENSES INSTEAD OF THE MILEAGE RATE\*\***

\*\*\*\*\*

**PLEASE NOTE—TO CLAIM ACTUAL EXPENSES YOU MUST ALSO COMPLETE THE MILEAGE SECTION ABOVE.**

<b>ACTUAL EXPENSES—TOTAL FOR THE YEAR</b>	
FUEL	\$
AUTO INSURANCE	\$
CAR LICENSE AND REGISTRATION	\$
OIL CHANGES	\$
REPAIRS AND MAINTENANCE	\$
TIRES	\$
LEASE PAYMENTS	\$
AUTO CLUB	\$
NEW VEHICLE PROPERTY OR EXCISE TAX	\$
OTHER EXPENSES	\$
	\$
	\$