

**AUTO, TRAVEL AND BUSINESS CLIENT MEALS WORKSHEET**

**NAME:** \_\_\_\_\_

**20** \_\_\_\_\_

**AUTOMOBILE EXPENSES:**

**VEHICLE #1**

**VEHICLE #2**

Date Vehicle First Used for Business ..... \_\_\_\_\_

\*Number of Months Vehicle Used for Business during the Tax Year ..... \_\_\_\_\_

\*Total Miles Vehicle Driven during the Tax Year **Including Personal and Commuting** ..... \_\_\_\_\_

\*Business Miles Vehicle Driven ..... \_\_\_\_\_

\*Average Daily Round Trip Commuting Miles..... \_\_\_\_\_

**\*NOTE: THE FIVE ITEMS ABOVE THAT ARE MARKED WITH AN ASTERISK ARE REQUIRED ENTRIES!  
ENTER 100 PER CENT OF VEHICLE EXPENSES BELOW:**

Fuel (Gasoline, Diesel), Oil & Lubrications ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Repairs, Tires, Supplies, Etc..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Insurance ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

License Tags..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Car Washes and Waxes ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Lease Payments Made During the Tax Year..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Auto Club Membership Dues ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Parking Fees and Tolls..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous ..... \$ \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE: IF YOU PURCHASED A NEW VEHICLE FOR BUSINESS USE DURING THE TAX YEAR, BRING THE PURCHASE AGREEMENT WITH YOU TO YOUR TAX INTERVIEW.**

**TRAVEL EXPENSES WHILE AWAY FROM HOME OVERNIGHT:**

Fares for Airplane, Train, Boat, Bus, Taxicabs, etc. .... \$ \_\_\_\_\_

Lodging While Away From Home Overnight (**DO NOT** include meals)..... \$ \_\_\_\_\_

Meals While Away From Home Overnight ..... \$ \_\_\_\_\_

**PROMOTION AND ENTERTAINMENT:**

Telephone Expense for Business (**DO NOT** include the basic charge for your home telephone)..... \$ \_\_\_\_\_

Advertising and Promotion & Tickets Given to Clients for Shows, Sporting Events, Etc..... \$ \_\_\_\_\_

Meals with Business Clients..... \$ \_\_\_\_\_

Postage and Office Supplies ..... \$ \_\_\_\_\_

Gifts to Clients..... \$ \_\_\_\_\_

**REIMBURSEMENTS FROM YOUR EMPLOYER:**

Reimbursement for Meals..... \$ \_\_\_\_\_

Reimbursement for Vehicle Expenses ..... \$ \_\_\_\_\_

Reimbursement for Travel & Business Expenses Other Than Vehicle & Meals/Entertainment..... \$ \_\_\_\_\_

Are the reimbursements included on your W-2? (Check One) \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know