

VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

VEHICLE EXPENSE	
Vehicle Description	
Date Placed in Service for Business	
Miles driven for business before 7/1/2011	
Miles driven for business after 6/20/2011	
Miles driven for commuting	
Miles driven for personal purposes	
Total miles driven for all purposes during 2011 <i>(should = sum of above 3 lines)</i>	
Amount spent for business-related parking and tolls	
Is this car leased or owned?	<input type="checkbox"/> Leased <input type="checkbox"/> Owned
Was this car depreciated in a previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the vehicle available for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the vehicle used primarily by the business owner or related person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there another vehicle available for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have evidence to support the use of the vehicle for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is the evidence written?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you would like to take the standard mileage deduction, 51 cents per mile before July 1 and 55.5 cents per mile after June 30 in 2011, you may skip the rest of the vehicle-related questions. If you would like me to calculate whether actual expenses or standard mileage is better for you, answer the questions below. (Reminder: if you took actual expenses in the first year of the vehicle's use for business, you will have to take actual expenses in subsequent years.)

Vehicle Expense – Actual Expenses	
Gas, Lube, Oil	
Repairs & Maintenance	
Tires	
Towing	
Insurance	
Registration	
Vehicle Loan Interest	
Auto Club	
Other	

Travel & Entertainment Expense	
Airfare, Train Fare	
Car Rental & Gas	
Taxi, Bus, Shuttle	
Lodging	
Meals, Tips	
Entertainment	
Number of days out of town	
Other	