

AUTO, TRAVEL & ENTERTAINMENT EXPENSES - 2023

**NO LONGER DEDUCTIBLE ON FEDERAL RETURN AS EMPLOYEE
DEDUCTIBLE ON STATE RETURNS & AGAINST SELF-EMPLOYMENT INCOME**

AUTOMOBILE EXPENSES: (only include vehicles used for business)

	AUTO 1	AUTO 2
TOTAL MILES DRIVEN	_____	_____
TOTAL MILES DRIVEN FOR BUSINESS	_____	_____
AVERAGE DAILY ROUND TRIP COMMUTING DISTANCE	_____	_____
GAS	_____	_____
REPAIRS (includes oil change, tune-ups & maintenance)	_____	_____
TIRES	_____	_____
INSURANCE	_____	_____
BATTERIES	_____	_____
WASH & WAX	_____	_____
AUTOMOBILE CLUB	_____	_____
AUTO REGISTRATION	_____	_____
AUTO INTEREST PAID	_____	_____
LEASE PAYMENTS	_____	_____
PARKING / TOLLS	_____	_____

DO YOU TRAVEL TO TEMPORARY or MULTIPLE JOB LOCATIONS? If so, please explain in detail.

DO YOU HAVE A WRITTEN RECORD OR LOG OF YOUR BUSINESS MILEAGE? _____

(Contemporaneous documentation is very important to verify total mileage vs. business miles)

DO YOU HAVE A SECOND CAR AVAILABLE TO YOU OR YOUR SPOUSE? _____

****IF YOU PURCHASED OR LEASED A CAR FOR BUSINESS IN 2023, PLEASE PROVIDE THE AUTO CONTRACT.**

VALUE OF LEASED CAR _____

IF YOU PLACED INTO BUSINESS USE A CAR YOU PREVIOUSLY USED PERSONALLY, PROVIDE AN ESTIMATE OF THE FAIR MARKET VALUE OF THE CAR AT THE TIME YOU CONVERTED TO BUSINESS USE. DATE: _____ VALUE: _____

DO YOU USE AN ELECTRIC / PLUG-IN CAR? _____

AUTO EXPENSE REIMBURSEMENT _____
WAS THIS AMOUNT INCLUDED IN W - 2? _____
WAS THIS AMOUNT REPORTED ON 1099? _____

HAVE YOU SOLD OR TRADED- IN A BUSINESS VEHICLE THIS YEAR? _____
DATE SOLD/TRADE IN _____ SALES PRICE _____
(Please provide auto contract or sales contract)

TRAVEL EXPENSES: (away from home on business – do not duplicate expenses shown on other worksheets)

AIRFARE	_____	TIPS	_____
TAXI/SHUTTLE/UBER	_____	TELEPHONE	_____
HOTEL	_____	LAUNDRY/CLEANING	_____
MEALS	_____ (AWAY FROM HOME)	RENTAL CAR	_____

NUMBER OF NIGHTS AWAY FROM HOME ON BUSINESS _____
EMPLOYER REIMBURSED TRAVEL EXPENSES _____
WAS THIS AMOUNT INCLUDED IN W - 2? _____
WAS THIS AMOUNT INCLUDED IN A 1099? _____

ENTERTAINMENT EXPENSES: (Do not duplicate expenses shown on other worksheets)

****NO LONGER DEDUCTIBLE ON FEDERAL RETURN****

DINNERS _____
TICKETS _____
GIFTS _____

PLEASE PROVIDE 100% TOTAL COST OF BUSINESS MEALS & ENTERTAINMENT. THE APPLICABLE % WILL BE CALCULATED WHEN COMPLETING THE TAX RETURN.