

**AUTO, TRAVEL & ENTERTAINMENT EXPENSE - 2024**

**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 2024, 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. THE APPLICABLE % WILL BE CALCULATED WHEN COMPLETING THE TAX RETURN.**