

Please use this form to document your vehicle expenses and/or if you used your home for business. For Unreimbursed employee expenses and small business owners expenses.

Vehicle Expenses

Vehicle	#1	#2	#3
Vehicle Description *			
End of year odometer reading			
Miles driven or % of total			
Business			
Commuting			
Personal			
TOTAL			
Gasoline, Oil, Lubrication	\$	\$	\$
Interest Paid (not payment)	\$	\$	\$
Parking & Tolls	\$	\$	\$
Repairs, Maint., Wash	\$	\$	\$
Tires & Supplies	\$	\$	\$
Insurance	\$	\$	\$
Tags & Licences	\$	\$	\$
Garage Rent	\$	\$	\$
Other (Specify)	\$	\$	\$
Employer Reimbursements	\$	\$	\$

Written evidence to support your deductions? ** yes no

Another vehicle available for personal use? yes no

Employer-provided vehicle available for personal use? yes no

*** Vehicle expenses will NOT be allowed without adequate records or sufficient evidence verifying business use. Daily records provide the best protection in case of an audit.*

New Vehicle Details	Vehicle #
Vehicle Description*	
Date first used for business	/ /
Original Cost incl. Tax	\$
or Monthly LEASE	\$

* For a new vehicle, fill out both portions of the form.

Business Use of Home

Home Information	Description	
Total square footage of home	<i>Total for personal & business use</i>	sq.ft
Square footage of hallways	<i>Optional- to maximize business use percent</i>	sq.ft
Square footage for business	<i>Include permanent product storage space</i>	sq.ft
Original Purchase price		\$
Value of land	<i>At time of purchase- from tax records</i>	\$
Home Improvements	<i>That increased the home value- after purchase</i>	\$
Date first used for business		/ /
Fair Market Value (only if less than purchase price)	<i>As of date specified on line above</i>	
Monthly Rent	<i>For renters only</i>	\$
Expense Item	Description	Amount for entire home
Insurance	<i>Home owner's insurance</i>	\$
Rent	<i>Yearly rent amount</i>	\$
Home repairs	<i>ie. painting, roof repairs</i>	\$
Waste removal	<i>Garbage pickup</i>	\$
Cleaning	<i>Supplies or payment if an outside service is used</i>	\$
Utilities		\$
Gas	<i>Total paid for home</i>	\$
Electric	<i>Total paid for home</i>	\$
Water	<i>Total paid for home</i>	\$
Internet	<i>Total paid for home</i>	\$
Telephone/fax	<i>Don't duplicate if on Business Income & Expenses Form</i>	\$
Other (describe)		\$

* Remember, in case of an audit you will need to substantiate all expenses.