

**Vehicle Expense Worksheet**

Your Name - \_\_\_\_\_

Year of Expenses - \_\_\_\_\_

Business - \_\_\_\_\_

Information required for all vehicles:

Jan 1 odometer reading	
December 31 odometer reading	
Total miles for the year	
Business miles for the year	
Interest paid on your vehicle for this year	
Year, Make & Model of your vehicle	
Date you first used it for business	
Do you have another vehicle available for personal use?	
Do you have an auto log book?	

To claim actual expenses and depreciation or lease payments, we need the following info:

Cost of your vehicle (please provide the invoice)	
Purchase date	
Parking	
Tolls	
Gasoline	
Oil changes	
Repairs	
Maintenance	
Car washed	
Insurance	
Registration/License plates	
Lease payments (please provide the lease agreement)	
Date of lease	

I certify that the information presented is true and accurate.

\_\_\_\_\_  
Signature and date