

# Pamela Price EA Inc.

*Pamela Price EA & Bill Frischman EA*

*Enrolled to practice before the Internal Revenue Service*

## **2013 EMPLOYEE BUSINESS EXPENSES**

- **LEGAL & PROFESSIONAL FEES (Tax Preparation)** \_\_\_\_\_

- **AUTO EXPENSE:**

Year, Make, Model    Date acqrd    Odometer reading    Date taken

Vehicle #1: \_\_\_\_\_

Vehicle #2: \_\_\_\_\_

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
Total miles driven	_____	_____
Total miles for business	_____	_____
Gas, oil, and lubrication	_____	_____
Repairs	_____	_____
Tires/batteries/supplies	_____	_____
Insurance	_____	_____
Lease cost	_____	_____
Wash and wax	_____	_____
Auto club	_____	_____
License (DMV Renewal)	_____	_____
Sales tax-if you purchased a car	_____	_____
Parking	_____	_____

**NOTE:** Two vehicles are listed when a replacement is purchased in the course of the year or when two cars are used concurrently. Please bring purchase papers on newly acquired vehicles.

- **TRAVEL:** Note cities and number of days: \_\_\_\_\_

Air Fares	_____	Cost of Lodging	_____
Meals	_____	Tips & Baggage	_____
Laundry & cleaning	_____	Telephone	_____
Local Transportation	_____	Other	_____

(Taxis, subways, car rental, cost to and from airports)

- **DUES AND PUBLICATIONS** \_\_\_\_\_
- **EDUCATION EXPENSES** \_\_\_\_\_
- **ENTERTAINMENT (Business meetings in restaurants, etc.)** \_\_\_\_\_
- **GIFTS** \_\_\_\_\_
- **OFFICE EXPENSE** \_\_\_\_\_
- **POSTAGE/PRINTING** \_\_\_\_\_
- **TELEPHONE AND ANSWERING SERVICE (include cellular)** \_\_\_\_\_

• **EQUIPMENT:**

TYPE OF EQUIPMENT	PURCHASE DATE	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____