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A Professional Accountancy, Tax, & Financial Group

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Business Expense Report for Schedule C or Form 2106 Self-Employed or Employee

Taxpayer: _____ *Please Print*
Spouse: _____

Social Security #: _____
Social Security #: _____
Taxable Year: _____

I. Vehicle Information:

A. Actual Expenses:

1. Gas & Oil
2. Repairs
3. Insurance
4. Miscellaneous
5. Vehicle Rentals
6. Parking Fees, Tolls, Etc.
7. Employer Reimbursements (*Not On W-2*)

Auto I

Auto II

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Vehicle Details:

1. Date Purchased
2. Cost (*Attach Bill Of Sale, Including Make & Model*)

_____	_____
_____	_____

C. Information Required For Tax Purposes:

1. Total Miles Driven
2. Total Business Miles
3. Total Commuting Miles
4. Total Other Personal Miles
5. Daily Roundtrip Commuting Distance
6. Number of Commutes per Period
7. Was Vehicle Available During Off Day Hours? (*Circle One*)
8. Was Another Vehicle Available For Personal Use?
9. Do Adequate Records or Sufficient Evidence Exist To Justify Business Miles?
10. Is The Evidence Written?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Yes / No?	Yes / No?
Yes / No?	Yes / No?
Yes / No?	Yes / No?
Yes / No?	Yes / No?

II. Business Expenses Other Than Meals & Entertainment:

1. Travel Expense While Away
2. Other Business Expenses

III. Meals & Entertainment:

I declare that I have examined this information and to the best of my knowledge & belief, it is true, correct, & complete.

Taxpayer: _____ *Please Sign*

Date: _____

Spouse: _____ *Please Sign*

Date: _____

THIS FORM MUST BE COMPLETED & SIGNED IF YOU ARE DEDUCTING AUTO, TRAVEL, OR ENTERTAINMENT EXPENSES