

# Vehicle, Travel & Home Office Expenses

Client: \_\_\_\_\_

ID#: \_\_\_\_\_

*The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.*

Vehicle Expenses			
	Vehicle #1	Vehicle #2	Vehicle #3
Description of Vehicle			
Date Placed in Service			
Ending Odometer Reading			
Beginning Odometer Reading			
Total Miles Driven			
Daily Avg R/T Commute			
Total Commuting Miles			
Personal Miles			
Business Miles			
Leased Vehicle			

Travel & Entertainment	
Seminars	
Airfare, Train	
Car Rental & Gas	
Parking, Tolls	
Taxi, Bus, Shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
# Days Out of Town	
Other	
Other	

Business Use of Home	
Total Sq Ft of Home	
Business Sq Ft of Home	
Home Mtg Interest	
Real Estate Taxes	
Home Owners Ins	
Rent	
Cleaning	
Repairs/Maintenance	
Pool Service & Supp	
Utilities: Gas	
Utilities: Electric	
Utilities: Trash	
Utilities: Water/Sewer	
Other	
Other	

Computer, Software & Electronics	
Computer	
Printer	
Scanner/Camera	
Software	
Internet	
Other	

Other Information	

## KEMBEL TAX SERVICE

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