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**IMPORTANT – PLEASE COMPLETE**

# Vehicle Expense Worksheet

The IRS has strict substantiation rules for vehicle expenses to qualify as a business deduction. You are required to keep a mileage log that includes the date, destination, number of miles, and business purpose for each business trip as well as total mileage. Please note in 2022 there were two different standard mileage rates in effect. Please separate your mileage information between the indicated dates. Use a separate form for each vehicle used for business purposes.

We are required to answer the following three questions on your behalf on your tax return. Please answer those questions and sign as indicated.

| | | |
|---|---|---|
| Do you have another vehicle available for personal use? | ☐ Yes | ☐ No |
| Do you have evidence to support your deductions? **(If No, no deduction is allowed)** | ☐ Yes | ☐ No |
| If yes, is it written? | ☐ Yes | ☐ No |

_____
Signature of person claiming vehicle deduction

## *Vehicle Expenses*

Cost of Vehicle $_____ Date of Purchase _____ Type of Vehicle _____

**COMPLETE MILEAGE INFORMATION IS REQUIRED**

| | | **Jan1 – June 30** | **July 1 – Dec 31** |
|---|---|---|---|
| *1.* | Business miles during this tax year: | _____ | _____ |
| 2. | Commuting miles during this tax year: | _____ | _____ |
| 3. | Personal miles during this tax year: | _____ | _____ |
| | Total miles during this tax year: (Add 1 + 2 + 3): | _____ | _____ |
| | Parking Fees and Tolls: | $ _____ | $ _____ |
| | License Plates (tabs): | $ _____ | $ _____ |

Other Operating Expenses
***(not necessary if using standard mileage method)***
i.e.; gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc. $ _____

Interest on Loan, or Lease Payments $ _____

$ _____