

UNREIMBURSED EMPLOYEE BUSINESS EXPENSES

Name of occupation in which expenses were incurred		
Name of taxpayer that incurred expenses		
Are you subject to DOT hours of service limits?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Were you out of town during the year for your job?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many days during the year were you out of town? _____ How many nights did you stay out of town? _____		
Parking Fees, tolls, local transportation		Trade publications
Travel expense		Supplies
Lodging		Small tools
Meals and entertainment		Uniforms
Business gifts		
Education		

Employer Reimbursements

Did your employer provide you with lodging at their expense while you were out of town? Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/>
Did your employer provide you with meals at their expense while you were out of town? Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/>
Did your employer provide you with traveling or vehicle at their expense while you were out of town? Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input type="checkbox"/>
If you paid for expenses other than Meals and Entertainment out of town, how much were you reimbursed?
If you paid for Meals and Entertainment out of town, how much were you reimbursed?

Vehicle Expenses

<u>Vehicle 1</u>		<u>Vehicle 2</u>	
Year, Make, & Model		Year, Make, & Model	
Date In Service		Date In Service	
Total Miles Driven: Business & Personal		Total Miles Driven: Business & Personal	
Business Miles: 1/1/11 – 6/30/11		Business Miles: 1/1/11 – 6/30/11	
Business Miles: 7/1/11 – 12/31/11		Business Miles: 7/1/11 – 12/31/11	
Is The Vehicle Leased? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is The Vehicle Leased? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is It Available When Off-Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is It Available When Off-Duty? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is Another Personal Vehicle Available? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is Another Personal Vehicle Available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do You Have Written Evidence? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do You Have Written Evidence? Yes <input type="checkbox"/> No <input type="checkbox"/>	

The IRS requires that you maintain a written log book of your miles driven for work purposes and receipts and documentation for and expenses in order to claim Employee Business Expenses that you are not fully or partially reimbursed for.