



**Automobile Expenses**

Description of vehicle		
Date placed in service		
Mileage information		
Ending mileage reading		
Beginning mileage reading		
Business miles		
Miles from 1/1/11 – 6/30/11		
Miles from 7/1/11 – 12/31/11		
Commuting miles		
Average daily commuting miles		
Do you want to claim standard mileage rate in lieu of actual expenses?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the vehicle leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was your vehicle available for personal use during off-duty hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is another vehicle available for personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have evidence to support the business use claimed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, is the evidence written?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Depreciation Information For Vehicle</b>		
Cost or basis?		
Is this an electric vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date sold		
Date acquired, if different than date placed in service		
Sales price		
Expense of sale		
<b>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.</b>		