

Business Auto Usage Expense Worksheet

Description of the vehicle you used in business or for your travel expenses

Make: _____ Model: _____ Year: _____

What date did you start using this vehicle for business purposes: _____

Odometer reading at the end of the year (as of December 31st of last year): _____

Odometer reading at the beginning of the year (as of January 1st of this year): _____

Total Miles Driven All Year: _____

How many miles did you drive strictly for business: _____

Total commuting miles: _____

Average daily miles from home to work: _____

Personal miles: _____

(Please Check One)

Did you...	Own the Vehicle: _____	Lease the Vehicle:
If you own...	Did you use the Standard Mileage Rate last year: _____	Did you use the Expense/Depreciation Method: _____
Purchase/Lease...	Date: _____	Cost: \$ _____
If you lease...	Monthly Lease Payment: \$ _____	

If you used the expense method last year/have a leased vehicle, you must provide the following:

Fuel/Oil/Service Costs: \$ _____ Insurance & Registration: \$ _____

Repairs/Replacements (Tires/Batteries): \$ _____ Care & Maintenance: \$ _____

Other Expenses: \$ _____

Do you have a log?	Yes: _____	No: _____
Do you have receipts?	Yes: _____	No: _____
Were you reimbursed by your employer?	Yes: _____	No: _____
Did you pay parking?	Yes: _____	No: _____
Is another vehicle available for personal use?	Yes: _____	No: _____
During non-working hours?	Yes: _____	No: _____