

Employee: \_\_\_\_\_ Occupation in Which  
You Incurred Expenses \_\_\_\_\_

- If you used your vehicle or had travel expenses for work and did not get reimbursed completely from your employer - you may be able to deduct your expenses.

Amount received from Employer for reimbursement or allowance \$ \_\_\_\_\_

**Vehicle expenses**

Type of Vehicle: Year \_\_\_\_\_ Make & Model \_\_\_\_\_

Total miles used for work \_\_\_\_\_

Total miles driving entire year (personal and work) \_\_\_\_\_

Date started using your vehicle for work? \_\_\_\_\_

Did you have another vehicle available for personal use? \_\_\_\_\_

Was your vehicle available for personal use during Off-duty hours? \_\_\_\_\_

Do you have evidence to support your deduction in writing? \_\_\_\_\_

Parking Fees, tolls, and transportation including train, bus etc. \$ \_\_\_\_\_  
(That did not involve overnight travel or commuting to and from work)

Travel Expenses while away from home overnight \$ \_\_\_\_\_  
(Including lodging, airplane car rental etc.)

Meals and Entertainment expenses \$ \_\_\_\_\_

**OTHER BUSINESS EXPENSES NOT REIMBURSED BY EMPLOYER**

Business Gifts \$ \_\_\_\_\_ Supplies \$ \_\_\_\_\_

Education \$ \_\_\_\_\_ Small Tools \$ \_\_\_\_\_

Trade Publications \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Larger Tools/Equipment**

Date Purchased	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____