

**Tax Year 2010
Vehicle Expense**

A daily log or diary must be kept for adequate substantiation of vehicle expenses.

Odometer readings should be entered for each trip, although multiple short trips may be combined.

| | | Vehicle 1 | | Vehicle 2 | |
|----|--|------------|-----------|------------|-----------|
| 1 | Vehicle description | | | | |
| 2 | Date vehicle placed in service | | | | |
| 3 | Odometer reading January 1, 2010 | | | | |
| 4 | Odometer reading December 31, 2010 | | | | |
| 5 | Total miles vehicle was driven during current tax year | | | | |
| 6 | Business miles driven 2010 | | | | |
| 7 | Commuting miles included on line 5 | | | | |
| | | Yes | No | Yes | No |
| 8 | Is another vehicle available for personal use? | | | | |
| 9 | Is vehicle available for personal use during off-duty hours? | | | | |
| 10 | Do you have evidence to support your deduction? | | | | |
| 11 | If "Yes" is the evidence written? | | | | |

| Actual Expenses | | Vehicle 1 | | Vehicle 2 | |
|------------------------|--|-----------|--|-----------|--|
| | Interest expense | | | | |
| | Parking Fees & Tolls | | | | |
| | Personal property tax (Ad Valorem Tax) | | | | |
| * | Registration Fees (not including Ad Valorem Tax) | | | | |
| * | Gasoline, oil and repairs | | | | |
| * | Insurance | | | | |
| * | Vehicle lease | | | | |

* Not required if using standard mileage.

If you are claiming mileage as an employee:

| | | | | |
|---|-----------------|--|------------------|--|
| Were you reimbursed for mileage? | Yes | | No | |
| Were reimbursements pre-tax or post-tax? | Pre- Tax | | Post- Tax | |
| * If post- tax, it will be included in box 1 of your W-2 | | | | |
| What is the amount of any pre-tax reimbursements that you received? | | | | |

Taxpayer Signature

Date

Print name of Business or Individual