

**Tax Year 2011
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, 2011				
4	Odometer reading December 31, 2011				
5	Total miles vehicle was driven during current tax year				
6	Business miles driven 01/01/11 to 06/30/11				
7	Business miles driven 07/01/11 to 12/31/11				
8	Commuting miles included on line 5				
		Yes	No	Yes	No
9	Is another vehicle available for personal use?				
10	Is vehicle available for personal use during off-duty hours?				
11	Do you have evidence to support your deduction?				
12	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