

AUTO EXPENSE WORKSHEET FOR STANDARD MILEAGE RATE

PLEASE FILL OUT ONE SHEET PER VEHICLE

VEHICLE MAKE/MODEL/YEAR: \_\_\_\_\_

\_\_\_\_\_

**FIRST YEAR OF BUSINESS USE:**    Y        N

IF YES, PLEASE FILL OUT BELOW:

DID YOU TRADE IN A VEHICLE AT TIME OF PURCHASE?        Y        N

IF YES, VALUE RECEIVED: \_\_\_\_\_

WAS THE TRADE IN VEHICLE PREVIOUSLY USED FOR BUSINESS?        Y        N

\_\_\_\_\_

**MILEAGE INFORMATION:**

BUSINESS MILES DRIVEN: \_\_\_\_\_

TOTAL MILES DRIVEN (IF KNOWN): \_\_\_\_\_

PERSONAL/COMMUTING MILES (IF KNOWN): \_\_\_\_\_

\_\_\_\_\_

**PLEASE ANSWER YES OR NO TO ALL QUESTIONS:**

DO YOU HAVE ANOTHER VEHICLE AVAILABLE FOR PERSONAL USE?        Y        N

WAS YOUR BUSINESS VEHICLE ALSO USED FOR PERSONAL DRIVING?        Y        N

DO YOU HAVE EVIDENCE TO SUPPORT YOUR MILEAGE DEDUCTION?        Y        N

IS THIS EVIDENCE WRITTEN?        Y        N