

# BUSINESS CAR ACTUAL EXPENSE WORKSHEET

Tax Year / Period: \_\_\_\_\_

## 1. VEHICLE & USER INFORMATION

TAXPAYER / EMPLOYEE NAME

VEHICLE YEAR, MAKE, & MODEL

DATE VEHICLE PLACED IN SERVICE

DEPARTMENT / BUSINESS UNIT

## 2. MILEAGE LOG SUMMARY

DESCRIPTION	MILES DRIVEN
Business Miles	
Commuting Miles	
Other Personal Miles	
<b>Total Miles</b> (Sum of Business, Commuting, & Personal)	
<b>Business Use Percentage</b> (Business Miles ÷ Total Miles × 100)	

## 3. ACTUAL VEHICLE EXPENSES (ANNUAL / PERIOD TOTALS)

EXPENSE CATEGORY	TOTAL COST (\$)
Gasoline, Oil, & Lubricants	
Repairs & Maintenance	
Tires & Parts	
Automobile Insurance	
Registration, License Fees, & Taxes	
Vehicle Lease Payments	
Depreciation (if vehicle is owned)	
Garage Rent & Parking (at work/home)	
Other Expenses (Specify: _____)	

EXPENSE CATEGORY	TOTAL COST (\$)
<b>Total Actual Expenses</b> (Sum of all lines above)	

#### 4. BUSINESS PORTION CALCULATION

<b>Total Actual Expenses</b> (From Section 3 Total)	
<b>Business Use Percentage</b> (From Section 2 Total %)	
<b>Business Portion of Actual Expenses</b> (Total Actual Expenses × Business Use %)	
Business Parking Fees & Tolls (Directly allocated business costs; do not multiply by %)	
Interest on Car Loan (Business portion only)	
<b>Total Business Car Expense Deduction</b> (Business Portion + Parking/Tolls + Interest)	

\_\_\_\_\_  
 Taxpayer / Employee Signature

\_\_\_\_\_  
 Date