

PERSONAL CAR USE BUSINESS EXPENSE DEDUCTION WORKSHEET

Tax Year: _____

1. GENERAL INFORMATION

Taxpayer Name: _____	Vehicle Year/Make/Model: _____
Title/Position: _____	Date Placed in Service: _____
Department: _____	Owner (Self/Leased): _____

2. MILEAGE LOG SUMMARY

Description of Mileage Category	Odometer / Miles
Total Business Miles Driven in Tax Year	
Total Commuting Miles Driven in Tax Year	
Total Personal / Other Miles Driven in Tax Year	
Total Miles Driven (Sum of all miles)	
Business Use Percentage (Business Miles ÷ Total Miles)	%

☐ Do you have written evidence to support the business miles claimed? (Yes / No)

3. METHOD A: STANDARD MILEAGE RATE

Total Business Miles (from Section 2)	
Standard Mileage Rate for Tax Year	\$
Standard Mileage Deduction (Miles x Rate)	\$

4. METHOD B: ACTUAL EXPENSE METHOD

Expense Category (Total Annual Vehicle Expenses)	Total Amount (\$)
Gasoline, Oil, and Lubricants	
Repairs, Maintenance, and Tune-ups	
Tires and Parts	
Auto Insurance	
Vehicle Registration Fees and Licenses	
Lease Payments (if vehicle is leased)	
Depreciation (if vehicle is owned)	
Garage Rent and Parking (Business related)	

Expense Category (Total Annual Vehicle Expenses)	Total Amount (\$)
Tolls (Business related)	
Total Actual Expenses	\$
Business Use Percentage (from Section 2)	%
Actual Expense Deduction (Total Expenses x Business Use %)	\$

5. DEDUCTION SUMMARY

Option Selected (Check One): ☐ Standard Mileage ☐ Actual Expenses	
TOTAL CLAIMED VEHICLE EXPENSE DEDUCTION	\$

Taxpayer
Signature:

Date:

Approved By:

Date:

Please retain all mileage logs, receipts, and supporting documentation for tax audit compliance purposes.