

ACTUAL VEHICLE EXPENSE DEDUCTION WORKSHEET

Tax Year: _____

1. Vehicle & User Information

Taxpayer/User Name: _____

Year, Make, & Model: _____

Date Placed in Service: _____

Vehicle Ownership:

☐ Owned ☐ Leased

2. Mileage & Business Use Percentage

Mileage Description	Miles / Percentage
A. Total business miles driven during the year	
B. Total commuting miles driven during the year	
C. Total other personal miles driven during the year	
D. Total miles driven (Add lines A, B, and C)	
E. Business use percentage (Line A divided by Line D)	

3. Actual Vehicle Expenses (Annual Totals)

Expense Category	Amount (\$)
Gasoline, oil, and lube	
Repairs and maintenance	
Tires and parts	
Insurance	
Licenses and registration fees	
Vehicle rentals or lease payments	
Garage rent and parking fees	
Tolls	
Interest on car loan (if applicable)	
Other expenses (specify: _____)	

Expense Category	Amount (\$)
F. Total Actual Expenses (Sum of all categories above)	

4. Calculation of Deduction

G. Business Portion of Actual Expenses (Multiply Line F by Line E)	
H. Depreciation (if vehicle is owned) OR Lease Inclusion amount adjustment (if leased)	
I. Total Actual Expense Deduction (Add Lines G and H)	

Note: If you claim the actual expense method, you must retain receipts, invoices, and a mileage log supporting your business use percentage and actual costs incurred.