

ACTUAL VEHICLE EXPENSE TRACKER

Actual Expense Method

TAX YEAR

TAXPAYER NAME

VEHICLE OWNER/USER

BUSINESS NAME/ACTIVITY

VEHICLE DESCRIPTION

YEAR

MAKE

MODEL

DATE PLACED IN SERVICE (MM/DD/YYYY)

OWNERSHIP TYPE

☐ Owned ☐ Leased

MILEAGE LOG SUMMARY

ODOMETER - START OF YEAR (JAN 1)

ODOMETER - END OF YEAR (DEC 31)

TOTAL MILES DRIVEN

TOTAL BUSINESS MILES DRIVEN

TOTAL COMMUTING MILES

TOTAL OTHER PERSONAL MILES

BUSINESS USE PERCENTAGE (%)

ACTUAL VEHICLE EXPENSES

Expense Category	Total Annual Cost (\$)	Deductible Portion (\$)
Gasoline, Fuel & Oil		
Maintenance, Repairs & Tune-ups		
Tires & Accessories		
Insurance		
Vehicle Registration, Licenses & Fees		
Depreciation (if owned) - Form 4562 required		
Lease Payments (if leased)		
Garage Rent & Parking Fees (General)		
Other:		
Subtotal Operating Expenses		
ADDITIONAL DIRECT BUSINESS EXPENSES (100% DEDUCTIBLE - DO NOT APPLY BUSINESS % FORMULA)		
Business Tolls & Parking (specific to business trips)		
Loan Interest (Self-employed only)		
State and Local Personal Property Taxes		
TOTAL VEHICLE EXPENSE DEDUCTION		

TAXPAYER/USER SIGNATURE

DATE SIGNED

Important Notice: When utilizing the Actual Expense Method, you must maintain comprehensive and accurate records of all expenditures (including receipts, invoices, canceled checks) and mileage logs detailing business versus personal usage. Choosing this method in the first year of vehicle use may restrict your ability to switch to the Standard Mileage Rate in future years. Please consult with a qualified tax professional to ensure compliance with relevant local and national tax regulations.