

Employee Business Expenses		
Name:		
Occupation	Subject to DOT Rules <input type="checkbox"/>	
Parking, tolls, and local transportation		
Travel expenses while away from home overnight		
Meals and entertainment expenses		
Union and Professional Dues		
Uniforms, protective clothing		
Training and Education required in current position		
Trade journals, subscriptions, books, supplies		
Educator Expenses-Taxpayer		
Educator Expenses-Spouse		
Home Office expense	Complete "Home Office"	
Relocated due to job	Complete "Moving Expenses"	
Other:		
Employer reimbursements that were NOT reported on W-2 box1		
Automobile		
	Vehicle 1	Vehicle 2
Make & Model		
Date Placed in Service (mm/dd/yy)		
Is this Vehicle Leased?		
Is this vehicle employer provided?		
Total Miles for Year (business & personal)		
Business Miles for Year		
Average Commute per Work Day		
Commuting Miles for Year		
Total Purchase Price		
Actual Expenses		
Gas, Oil, Mtce., Repairs		
Insurance		
Registration		
Lease/Rental Costs		
Other:		
General Questions		
Another vehicle available for personal use?		
Vehicle available for use during off-duty hours?		
Evidence to support business use claimed?		
If yes, is it written? (Mileage logs, etc.)		
Preparer Data		
Prior Method (mileage/actual)		
Prior Depreciation Method (SL/MCRS)		
Prior 179/Bonus/Dep		

Bring Copies of Your Sale/Lease Contracts to Your Interview