

1. Business Mileage

DO NOT complete this section or Section 1 if your car is used only for commuting to and from work and for personal travel.

	You or Vehicle 1*	Spouse or Vehicle 2*
Description of vehicle (make/model)		
Date originally purchased		
Total miles driven this year		
Average daily round-trip commute		
Total commuting for the year		
Parking & Tolls		
Interest paid on car loan		
BUSINESS MILES DRIVEN:	XXXXXXXXXXXX	XXXXXXXXXXXX
For employer		
To professional meetings		
Between 1 st and 2 nd job		
From job to school		
Job seeking		
Investment/Tax preparation		
Rental		
Self-employed business		

*Only one vehicle per column.

2. Business Auto Expenses

Do not complete if you use the standard mileage rate

	Vehicle 1	Vehicle 2
Gasoline, Oil, Lubrication		
Repairs & Maintenance		
Tires, Batteries, Etc.		
Insurance		
License & Taxes		
Interest		
Wash & Wax		
Lease Payments		
Other:		

Business Auto Instructions Worksheet

Complete Section 1 for all vehicles used for business.
 Complete Section 2 only if you use actual expenses for your business auto. If you have a new vehicle because of a trade or purchase, provide the purchase papers.