

## EMPLOYEE BUSINESS EXPENSES

Complete this form only if you are claiming job expenses for travel, transportation, meals, and entertainment. If both you and your spouse are reporting expenses attributable to your jobs, complete a separate schedule for yourself and your spouse.

If you are claiming job expenses that are not for travel, meals, and entertainment, and you were not reimbursed for these expenses by your employer, list the expenses under Miscellaneous Deductions. Examples of these expenses are: educational, expenses, uniforms, union dues, home office.

Employee business expenses for Taxpayer (=T) or Spouse (=S) ? \_\_\_\_\_

Occupation in which expenses were incurred: \_\_\_\_\_

Tax laws allow for a deduction for expenses for travel, meals, lodging, entertainment and certain business gifts.

These expenses must be related to your trade or business and must be supported by adequate records. Your records must include the following information: (1) Amount; (2) Time and place of travel; (3) Date and description of gift; (4) Business purpose; (5) Business relationship to the person being entertained or receiving the gift.

Do you have records as described above for business expenses to be deducted ? \_\_\_ YES      \_\_\_ NO

BUSINESS EXPENSES	2009	2008
Travel expenses that did not involve overnight travel:		
Parking fees, Tolls, Local transportation (bus, taxi, train, etc.)		
Travel expenses while away from home (exclude meals and entertainment):		
Meals and entertainment expenses		
Other business expenses:		
Reimbursements by your employer on your W-2 (Box 13, Code L):		
For other than meals and entertainment		
For meals and entertainment		
Reimbursements by your employer NOT reported on your W-2:		
For other than meals and entertainment		
For meals and entertainment		

Did you dispose of a vehicle used for business during ? \_\_\_ YES      \_\_\_ NO

Did you or your spouse have another vehicle available for personal purposes ? \_\_\_ YES      \_\_\_ NO

If your employer provided you with a vehicle, is personal use during off duty hours permitted ? \_\_\_ N/A  
\_\_\_ YES      \_\_\_ NO

Do you have evidence to support your vehicle expenses ? \_\_\_ YES      \_\_\_ NO

If "YES", is the evidence written ? \_\_\_ YES      \_\_\_ NO

DESCRIPTION	VEHICLE 1	VEHICLE 2
<b>GENERAL INFORMATION:</b>		
Date you first started using your car		
Total miles driven during 2009		
Total miles driven for business (exclude commuting miles)		
Average daily round trip commuting distance		
Total commuting miles to and from work during 2009		
<b>VEHICLE EXPENSES:</b>		
Auto expenses:		
Gasoline, oil, repairs, insurance, etc		
Vehicle rentals		
Value of employer-provided vehicle (if included on W-2)		
Depreciation:		
Cost or other basis		
Depreciation method		
Depreciation deduction		
Section 179 deduction		