



## VEHICLE – Business Expense worksheet

Company Name \_\_\_\_\_

For tax year \_\_\_\_\_

Taxpayer Name \_\_\_\_\_

Date completed \_\_\_\_\_

Please provide the following:

Year, Make & Model	
Date started using for business	
Total miles driven for the year	
Business miles for the year	
Commuting miles for the year	
Personal miles for the year	

1. Is there another vehicle available for personal use? ☐ YES ☐ NO

2. Was the vehicle available for personal use after hours? ☐ YES ☐ NO

3. What evidence do you have to support your mileage claim?

\_\_\_\_\_

a) Is this evidence written? ☐ YES ☐ NO

b) Is the vehicle leased? ☐ YES ☐ NO