Vehicle & Travel Expenses

P.O Box 201
Columbia, MD 210145
Phone: 443.83.1735
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Name: _____ Tax Year_____

Vehicle Expenses	
Description of Auto	
Date Purchased	
Purchase Price (Incl Tax)	
Date Placed in Bus Use	
Odometer- beginning of	
Odometer- end of year	
Total miles this year	
Business Miles	
Commuting Miles	
Daily Avg R/T commute	
Personal Miles	
Is car leased?	
Is car owned?	
Depreciated in prior yrs?	
Gas	
Oil	
Lube	
Repairs & Maintenance	
Tires	
Towing	
Insurance	
Auto License /Tags	
Personal Property Tax	
Lease payments	
Auto Club	
Interest (Auto Loan)	
Warranty	
Inspection	
Parking	
Tolls	
Car Washes	
Other:	
Other:	
Other:	
Other:	

Travel Expenses	
Air Fare	
Train Fare	
Car Rental	
Insurance	
Gas	
Taxis, bus, shuttles	
Lodging	
Meals (while on travel)	
Entertainment (while on travel)	
Tips	
Telephone	
Faxes	
Dry cleaning	
# of Days on Travel	
Other:	
Other:	
Other:	
Other:	
Other:	
Other:	

Total: Vehicle Expense	

Total: Travel Expenses	

Total:	