

Pamela Price EA Inc.

*Pamela Price EA & Bill Frischman EA
Enrolled to practice before the Internal Revenue Service*

2017 EMPLOYEE BUSINESS EXPENSES

- **LEGAL & PROFESSIONAL FEES (Tax Preparation)** _____

- **AUTO EXPENSE:** *Must have your odometer reading!*

Year, Make, Model Date acqrd Odometer reading Date taken

Vehicle #1: _____

Vehicle #2: _____

	<u>Vehicle #1</u>	<u>Vehicle #2</u>
Total miles driven	_____	_____
Total miles for business	_____	_____
Gas, oil, and lubrication	_____	_____
Repairs	_____	_____
Tires/batteries/supplies	_____	_____
Insurance	_____	_____
Lease cost	_____	_____
Wash and wax	_____	_____
Auto club	_____	_____
License (DMV Renewal)	_____	_____
Sales tax-if you purchased a car	_____	_____
Parking	_____	_____

NOTE: Two vehicles are listed when a replacement is purchased in the course of the year or when two cars are used concurrently. Please bring purchase papers on newly acquired vehicles.

- **TRAVEL:** Cities **AND** number of days **per** city: _____

Air Fares	_____	Cost of Lodging	_____
Meals	_____	Tips & Baggage	_____
Laundry & cleaning	_____	Telephone	_____
Local Transportation	_____	Other	_____
<small>(Taxis, subways, car rental, cost to and from airports)</small>			

- **DUES AND PUBLICATIONS** _____
- **EDUCATION EXPENSES** _____
- **ENTERTAINMENT (Business meetings in restaurants, etc.)** _____
- **GIFTS** _____
- **OFFICE EXPENSE** _____
- **POSTAGE/PRINTING** _____
- **TELEPHONE AND ANSWERING SERVICE (include cellular)** _____

EQUIPMENT:		
TYPE OF EQUIPMENT	PURCHASE DATE	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____