

Pamela Price EA Inc.

Pamela Price EA & Associates

Enrolled to practice before the Internal Revenue Service

2023 EMPLOYEE BUSINESS EXPENSES

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

AUTO EXPENSE: Please sure to give us your odometer reading. Please upload purchase or lease papers on newly acquired vehicles.

	Year, Make, Model	Date acqrd	Odometer reading	Date taken
Vehicle #1:	_____	_____	_____	_____
Vehicle #2:	_____	_____	_____	_____

	Vehicle #1	Vehicle #2
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 for this business activity.

TRAVEL: List city 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>			

- **CELLULAR SERVICE** _____
- **DUES AND PUBLICATIONS** _____
- **EDUCATION EXPENSES** _____
- **ENTERTAINMENT (Business meetings only)** _____
- **GIFTS** _____
- **INTERNET** _____
- **OFFICE EXPENSE** _____
- **POSTAGE/PRINTING** _____

- **EQUIPMENT:** (Equipment such as TVs, stereos, etc. which have both a personal and a business use are more difficult unless you have kept a LOG of the business use.)

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