

# Pamela Price EA Inc.

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

## 2016 EMPLOYEE BUSINESS EXPENSES

- **LEGAL & PROFESSIONAL FEES (Tax Preparation)** \_\_\_\_\_
- **AUTO EXPENSE:**

	<u>Year, Make, Model</u>	<u>Date acqrd</u>	<u>Odometer reading</u>	<u>Date taken</u>
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:** Note cities and number of days: \_\_\_\_\_
- |                            |                       |
|----------------------------|-----------------------|
| Air Fares _____            | Cost of Lodging _____ |
| Meals _____                | Tips & Baggage _____  |
| Laundry & cleaning _____   | Telephone _____       |
| Local Transportation _____ | Other _____           |

(Taxis, subways, car rental, cost to and from airports)

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

• **EQUIPMENT:**

<u>TYPE OF EQUIPMENT</u>	<u>PURCHASE DATE</u>	<u>COST</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____