

Pamela Price EA Inc.

Pamela Price EA & Associates
Enrolled to practice before the Internal Revenue Service

2018 EMPLOYEE BUSINESS EXPENSES

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

AUTO EXPENSE: We MUST have your odometer reading!

	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. **Please bring purchase OR lease papers on newly acquired vehicles.**

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 in restaurants, etc.)** _____
- **GIFTS** _____
- **INTERNET** _____
- **OFFICE EXPENSE** _____
- **POSTAGE/PRINTING** _____
- **TELEPHONE AND ANSWERING SERVICE** _____
- **EQUIPMENT:**

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