

# Pamela Price EA Inc.

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

## 2020 EMPLOYEE BUSINESS EXPENSES

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

**AUTO EXPENSE:** Please sure to give us your odometer reading.

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

	Vehicle #1	Vehicle #2
<b>Total miles driven</b>	_____	_____
<b>Total miles for business</b>	_____	_____
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 upload 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 only)** \_\_\_\_\_
- **GIFTS** \_\_\_\_\_
- **INTERNET** \_\_\_\_\_
- **OFFICE EXPENSE** \_\_\_\_\_
- **POSTAGE/PRINTING** \_\_\_\_\_
- **TELEPHONE AND ANSWERING SERVICE** \_\_\_\_\_
- **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
_____	_____	_____
_____	_____	_____
_____	_____	_____