

# Pamela Price EA Inc.

*Pamela Price EA & Bill Frischman EA*

*Enrolled to practice before the Internal Revenue Service*

## **2013 EMPLOYEE BUSINESS EXPENSES**

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

- **AUTO EXPENSE:**

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. 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:**

**TYPE OF EQUIPMENT**

**PURCHASE DATE**

**COST**

\_\_\_\_\_

\_\_\_\_\_

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