

Pamela Price EA Inc.

Pamela Price EA & Associates

Enrolled to practice before the Internal Revenue Service

2022 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 |
|----------------------------------|------------|------------|
| 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 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 |
|-------------------|---------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |