

VEHICLE – Business Expense worksheet

Please provide the following:

1. Make & model of vehicle used for business
 - Make: _____
 - Model: _____
2. Date you started using for business: _____
3. Total miles driven (personal & business): _____
 - Personal: _____
 - Business: _____
4. Is there another vehicle available for personal use? YES NO
5. Was the vehicle available for personal use after hours? YES NO
6. What evidence do you have to support your mileage claim?

7. Is this evidence written? YES NO
8. Is the vehicle leased? YES NO