



**ACCOUNTABLE PLAN EXPENSES**

**Auto Expense Worksheet**

(business use of personal vehicle)

Description of Vehicle \_\_\_\_\_  
 Date placed in service (if new) \_\_\_\_\_  
 Total miles for the year \_\_\_\_\_  
 Business miles January-June (\$0.585/mile) \_\_\_\_\_  
 Business miles July-December (\$0.625/mile) \_\_\_\_\_

ACTUAL EXPENSES

Registration	_____
Gas, oil & repairs	_____
Interest Paid	_____
Parking tolls	_____

Do you have evidence to support business use?    Yes     No   
 Is the vehicle available off duty hours?            Yes     No   
 Was the vehicle used primarily by a >5% owner?    Yes     No   
 Is another vehicle available for personal use?      Yes     No

**Home Office Worksheet**

(if used for business and no other location is available)

Total area of house \_\_\_\_\_                      Area used for Business \_\_\_\_\_

INDIRECT EXPENSES (to be allocated)	Mortgage Interest	_____
	Real Estate Taxes	_____
	Insurance	_____
	Utilities	_____
	Repairs & Maintenance	_____
	Other	_____
DIRECT EXPENSES (specific to office space)	Other	_____
	Utilities (metered separately)	_____
	Repairs & Maintenance	_____
	Other	_____