



ACCOUNTABLE PLAN EXPENSES

Auto Expense Worksheet

Description of Vehicle _____
 Date placed in service (if new) _____
 Total miles for the year _____
 Total business miles for the year _____
 Total personal miles for the year _____

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

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	Other	_____
	Utilities (metered separately)	_____
	Repairs & Maintenance	_____
	Other	_____
	Other	_____