

# Auto Expense Form

for Business and Professional Mileage

Your Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Tax Year: \_\_\_\_\_

**Keep each car's records separate.**

IRS-allowed rates were:

- 2005 40.5 cents/mile (Jan. 1 to Aug. 31, 2005) 48.5 cents/mile (Sept. 1 through Dec. 31, 2005).
- 2006 44.5 cents/mile
- 2007 48.5 cents/mile
- 2008 50.5 cents/mile (Jan. 1 to June 30, 2008) 58.5 cents/mile (July 1 to Dec. 31, 2008)
- 2009 55.5 cents/mile
- 2010 50.0 cents/mile

	Auto 1 <input type="checkbox"/>		Auto 2 <input type="checkbox"/>		Auto 3 <input type="checkbox"/>		Auto 4 <input type="checkbox"/>	
	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>
Bought <b>Hybrid</b> vehicle this year								
Year, Make and Model of Auto	_____		_____		_____		_____	
Purchase Price	\$ _____		\$ _____		\$ _____		\$ _____	
Date of Purchase or Lease	____/____/____		____/____/____		____/____/____		____/____/____	
Mileage: Total driven this year	_____		_____		_____		_____	
Mileage: Professional	_____		_____		_____		_____	
Parking, Tolls	\$ _____		\$ _____		\$ _____		\$ _____	
Gas, Oil, Repairs, Car Wash, Tires, etc.	\$ _____		\$ _____		\$ _____		\$ _____	
Insurance Premium (Annual)	\$ _____		\$ _____		\$ _____		\$ _____	
Auto Club	\$ _____		\$ _____		\$ _____		\$ _____	
Auto License Renewal Fee (All)	\$ _____		\$ _____		\$ _____		\$ _____	
Car Loan Interest Paid this Year	\$ _____		\$ _____		\$ _____		\$ _____	
Car Lease/Rental	\$ _____		\$ _____		\$ _____		\$ _____	
<b>Amount you were reimbursed:</b>	\$ _____		\$ _____		\$ _____		\$ _____	
Was vehicle available for personal use after hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was another vehicle available for personal use?	Yes <input type="checkbox"/> No <input type="checkbox"/>							
What is the round-trip commute distance between home and office?	Self _____ Spouse _____							
Personal miles driven on employer-owned vehicle?	Self _____ Spouse _____							

Notes/Comments:

---



---



---



---

Clergy Tax & Financial Services

MAIL: PO BOX 3156, Whittier, CA 90605-0156  
 LOCATION: 13418 Telegraph Road, Whittier, CA 90605  
 TEL (562) 906-9906 FAX (562) 906-9903 E-Mail: services@clergytax.com