

VEHICLE EXPENSE
Mileage
Gas, Lube, Oil
Repairs & maintenance
Tires
Towing
Insurance
Auto License/Registration
Personal Property Tax
Lease Payments
Interest
Warranty
Smog Certificate

TRAVEL & ENTERTAINMENT EXPENSE
Airfare, Train
Car Rental & Gas
Parking & Tools
Taxi, bus, shuttle
Lodging
Meals
Entertainment
Tips
Telephone
Dry Cleaning
Number of Days Out of Town

**FYI:** IRS requires business owners to keep records of income and expenses and to have supporting information for every line on the return. You must keep your records as long as they may be needed to prove the income or deductions on a tax return. You can choose any recordkeeping system that suites your business. Please don't hesitate to contact us to review your recordkeeping system.