

Travel and Entertainment Expense Record Book



BUSINESS RECORDS OF

NAME:

ADDRESS:

HOME PHONE:

BUSINESS PHONE:

Why is it necessary to keep a record of these expenses?

Accurate and contemporaneous records of business use of personal automobiles and listed property, as well as other business travel expenses, is required to substantiate your tax deductions. Oral evidence in support of these deductions has considerably less value than timely written evidence. Federal tax forms required to be filed with your return specifically ask if you have written evidence to support the amounts claimed.

Total Mileage for _____
(Year)

Ending December 31
Odometer Reading _____

Beginning January 1
Odometer Reading _____

TOTAL MILES DRIVEN _____

TOTAL BUSINESS MILES _____

% BUSINESS MILES _____

AUTOMOBILE PURCHASE

If a new automobile has been purchased during the year please complete the following information at the time of purchase.

New Auto

Date Purchased _____

Beginning Odometer Reading _____

Cost (before trade-in) _____

Traded Auto

Ending Odometer Reading _____

Trade-in Allowance _____

Record Keeping Instructions For Listed Property

If you use any of the following items for your trade or business, you must keep a record of the qualified business use:

1. Automobile
2. Other means of transportation (small trucks, boats, airplanes, motorcycles)
3. Property used for entertainment, recreation, amusement (for example a video recorder)
4. Computers used, other than in a regular business establishment or qualified home office

You must be able to substantiate that you use the above property more than 50% for business.

See “Record of Qualified Business Use of Listed Property” in the back pages of this record book.

Questions for your tax preparer:

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals ➔				

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

Business Purpose	Miles Driven	Tolls and Parking	Gas and Oil	Other
Totals →				

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

[illegible]

Automobile Trip and Expense Records

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Other Travel/Entertainment Business Expenses

[illegible]

[illegible]

Record of Qualified Business Use of Listed Property

[illegible]

[illegible]

Record of Qualified Business Use of Listed Property

[illegible]

[illegible]

Record of Qualified Business Use of Listed Property

[illegible]

[illegible]

Record of Reimbursements

	Car Operating Expenses	Other Business Expenses
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Totals ➡		

Total reimbursements \$ _____

BUSINESS EXPENSE RECAP

Total car expenses _____

Total other business expenses _____

Total business expenses _____

Less reimbursements _____

Net business expenses _____

NOTE: It is important that you keep all supporting receipts and documents used in preparing this year's return for at least three (3) years from your tax return's due date. The Internal Revenue Service may require these receipts and records should your return be selected for audit.

Notes for next year:

