

**Tax Year 2009  
Vehicle Expense**

**A daily log or diary must be kept for adequate substantiation of vehicle expenses.**  
Odometer readings should be entered for each trip, although multiple short trips may be combined.

		Vehicle 1		Vehicle 2	
1	Vehicle description				
2	Date vehicle placed in service				
3	Odometer reading January 1, 2009				
4	Odometer reading December 31, 2009				
5	Total miles vehicle was driven during current tax year				
6	Business miles driven 2009				
7	Commuting miles included on line 5				
		Yes	No	Yes	No
8	Is another vehicle available for personal use?				
9	Is vehicle available for personal use during off-duty hours?				
10	Do you have evidence to support your deduction?				
11	If "Yes" is the evidence written?				

<b>Actual Expenses</b>		Vehicle 1		Vehicle 2	
	Interest expense				
	Parking Fees & Tolls				
	Personal property tax (Ad Valorem Tax)				
*	Registration Fees (not including Ad Valorem Tax)				
*	Gasoline, oil and repairs				
*	Insurance				
*	Vehicle lease				

\* Not required if using standard mileage.

**If you are claiming mileage as an employee:**

Were you reimbursed for mileage?	Yes		No	
Were reimbursements pre-tax or post-tax?	Pre- Tax		Post- Tax	
* If post- tax, it will be included in box 1 of your W-2				
What is the amount of any pre-tax reimbursements that you received?				

\_\_\_\_\_  
Taxpayer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Business or Individual