

Auto Expense Form

for Business and Professional Mileage

Your Name: _____ Telephone: _____ Tax Year: _____

Keep each car's records separate.

IRS-allowed rates:

- 2022: 58.5 cents/mile
- 2021: 56 cents/mile
- 2020: 57.5 cents/mile
- 2019: 58 cents/mile
- 2018: 54.5 cents/mile

	Auto 1 Self <input type="checkbox"/> Spouse <input type="checkbox"/>	Auto 2 Self <input type="checkbox"/> Spouse <input type="checkbox"/>	Auto 3 Self <input type="checkbox"/> Spouse <input type="checkbox"/>	Auto 4 Self <input type="checkbox"/> Spouse <input type="checkbox"/>
If vehicle is used for two or more activities, use Auto 1 for first activity, Auto 2 for second, etc.				
Business or Profession	_____	_____	_____	_____
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	\$ _____	\$ _____	\$ _____	\$ _____
Amount you were reimbursed:	\$ _____	\$ _____	\$ _____	\$ _____
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:
