



# PACE ACCOUNTING

BOOKKEEPING • PAYROLL • TAXES • INCORPORATION • NOTARY • BUSINESS SOLUTIONS

Worry free accounting. That's what we do.™



## VEHICLE EXPENSE WORKSHEET

COMPANY INFORMATION				
Business Name				
VEHICLE EXPENSE WORKSHEET				
MILEAGE INFORMATION	Vehicle 1	Vehicle 2	Vehicle 3	
Year, Make, Model				
Start Date of Business Use				
Total Miles				
Business Miles				
MANDATORY IRS DUE DILIGENCE				
Do you have another vehicle available for personal use?		Yes		No
Do you have written evidence or a mileage log? (This is required to qualify for the deduction)		Yes		No
Were you reimbursed for any travel expense including mileage?		Yes		No
Was the vehicle leased?		Yes		No
If purchased:	Value		Date Purchased	
VEHICLE EXPENSES				
Parking			Tolls	

## NOTES

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