

# Employee Business Expenses

## SCHEDULE #2106

### Auto Expense

	CAR 1	CAR 2
Business Miles Driven This Year	_____	_____
Total Miles Driven This Year	_____	_____
Car Wash	_____	_____
Excise Tax	_____	_____
Finance Charge	_____	_____
Gas and Oil	_____	_____
Insurance	_____	_____
Lease Payments	_____	_____
Parking	_____	_____
Registration Fees	_____	_____
Repairs etc.	_____	_____
Other	_____	_____

### Travel Expenses

EXPENSE	AMOUNT
Number of Nights Away from Home	_____
Air Fares	_____
Auto Rental	_____
Entertainment	_____
Hotels and Motels	_____
Meals	_____
Taxis	_____
Telephone	_____
Tips	_____
Other	_____

### Additional Information

Did you purchase a car this year? \_\_\_\_\_

How much sale tax did you pay? \_\_\_\_\_

What is the make and model? \_\_\_\_\_

What was price of the car? \_\_\_\_\_

When did you purchase the car? \_\_\_\_\_

What is the amount of expenses reimbursed by employer? \_\_\_\_\_

Is the reimbursement included in your W-2? \_\_\_\_\_

### Other Notes

**Our Associates may be contacted directly at the following telephone numbers:**

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