

Employee Business Expense

Name: _____

SSN: _____

Employee Business Expense

TS _____ Occupation _____

Select if you are:

- A qualifying performing artist
- A fee-based state or local government official
- A disabled employee with impairment-related work expenses
- An Armed Forces reservist (travel related expenses only)
- A member of the clergy

Part I - Employee Business Expense and Reimbursements

| | 2023 | 2022 |
|--|------|------|
| Parking fees, tolls, and local transportation, including train, bus, etc. | | |
| Travel expense while away from home overnight, including lodging, airplane, car rental, etc. Do not include meals and entertainment | | |
| Other business expenses | | |
| Meals | | |
| DOT meals | | |
| Enter reimbursements received from your employer that were not reported to you in box 1 of Form W-2. Include any amount reported under code "L" in box 12 on your Form W-2 form | | |
| Other business expenses | | |
| Meals | | |
| Portion of total expenses that is for impairment-related work expenses of disabled employee | | |
| Portion of total expenses that is for an Armed Forces reservist | | |

Business Vehicle Expenses

| | Vehicle 1 | | Vehicle 2 | |
|---|-----------|------|-----------|------|
| | 2023 | 2022 | 2023 | 2022 |
| Enter the date vehicle was placed in service | | | | |
| Total miles vehicle was driven during 2023 | | | | |
| Business miles driven during 2023 | | | | |
| Average daily roundtrip commuting distance | | | | |
| Commuting miles included in total miles above | | | | |
| Taxes | | | | |
| Gasoline, oil, repairs, vehicle insurance, etc. | | | | |
| Vehicle rentals | | | | |
| Inclusion amount | | | | |
| Value of employer-provided vehicle (applies only if 100% annual lease value was included on Form W-2) | | | | |
| Enter cost or other basis | | | | |
| Enter section 179 deduction | | | | |
| Enter depreciation percentage | | | | |

- If your employer provided a vehicle, was personal use during off duty hours permitted? Yes No
- Do you or your spouse have another vehicle available for personal use? Yes No
- Do you have evidence to support your deduction? Yes No
- If "Yes," is the evidence written? Yes No