

Employee Business Expenses

Mileage for work (not commuting)

Total Miles for
year _____

Miles for business (must have log book or
proof) _____

Out of town Hotel
Expense _____

Meals and Entertainment _____

Days out of town for
work _____

Long Distance or Out of town
phone _____

Tools _____
Boots, uniforms, safety
equipment _____

I the taxpayer, state that mileage for work and all work expenses
are correct and accurate. I state that I the taxpayer provided a log
book or proof of mileage at the time my taxes were prepared.

Tax Payer or spouse
signature _____

Date _____