Form **2106**
Department of the Treasury
Internal Revenue Service

Employee Business Expenses

Calendar year 1973 or other taxable year
beginning ....., 1973, and ending ....., 19.....
▶ **Attach to Form 1040.**

1973

Your name	Social security number	Occupation in which expenses were incurred
Employer's name	Employer's address	

PART I.—Employee Business Expenses which are Deductible in Computing Adjusted Gross Income on Line 15, Form 1040

1 Travel expenses while away from home on business (number of days.....):
(a) Airplane, boat, railroad, etc., fares . . . . . .
(b) Meals and lodging . . . . . .
(c) Automobile expenses (from Part IV) . . . . . .
(d) Other travel expenses (specify) .....

Total travel expenses . . . . . .

2 Transportation expenses (not between home and work and not incurred while

Include all expenses you paid or incurred as an employee, or expenses which you charged to your employer (for example, through the use of credit cards), or expenses for which you received an advance, allowance, or reimbursement. For a more detailed explanation of these expenses, see the instructions for Form 1040.

Business expenses paid (reimbursed) to you by your employer, must be included on page 1, Part I, line 6, unless they have been included on your Form W–2. Any such amounts shown on your Form W–2 should be reported as wages on line 9, Form 1040. Check with your employer if you are in doubt as to whether or not the payment is included in your Form W–2.

For a detailed explanation of the rules relating to deductions for travel, entertainment, and gift expenses, see Publication 463 which you can obtain free from the District Director's office.

Use Form 3903 for computation of the moving expense deduction.

PART IV—Automobile Expenses

Note: Use either the Regular or the Optional method. If you use the regular method, prepare a separate Part IV and Part VI for each automobile.

A. Months auto held for business use . ..... months

B. Total mileage for months in A . . . . miles

C. Portion of B applicable to business . ..... miles

Regular Method: (Include expenses only for the number of months indicated in A above.)

1 Gasoline, oil, lubrication, etc.	.....
2 Repairs	.....
3 Tires, supplies, etc.	.....
4 Other: (Specify) Include interest, taxes, insurance, etc. (Enter parking fees and tolls on line 18 below) .	.....
5 Total	.....
6 Percentage of expense applicable to business (line C above divided by line B above)	..... %
7 Business portion (line 5 multiplied by line 6) .	.....
8 Depreciation from Part VI, col. (h) . . .	.....
9 Line 8 divided by 12 months	.....
10 Multiply line 9 by A, above	.....
11 Total (line 7 plus line 10) (see line 17) . .	

Optional Method: (The standard mileage rate applies to the total business miles (line C, above) of all automobiles.)

The optional method cannot be used if depreciation has been claimed in a prior year using a method other than straight line (or where additional first-year depreciation has been claimed). Use of the optional method will not affect a deduction for interest relating to the automobile nor deductions for state and local taxes (other than those included in the cost of gasoline).

12 Enter 15,000 miles or the mileage on line C above, whichever is smaller	..... (miles)
13 Multiply line 12 by 12¢ and enter result here	.....
14 Excess, if any, of line C over 15,000 miles .	..... (miles)
15 Multiply line 14 by 9¢ and enter result here	.....
16 Total (line 13 plus line 15)	

Summary:

17 Enter the amount from line 11 or line 16, whichever is used	.....
18 Add parking fees and tolls	.....
19 Total. Enter here and in appropriate sections of Part I, page 1	

PART V—Computation of Automobile Basis

Note: If the vehicle was acquired for cash only or by trade-in of another vehicle which was not used in business, complete only lines 10 through 15 below. If acquired by trade-in of another vehicle previously used in business, complete lines 1 through 15. (The basis for depreciation must be recomputed each succeeding year if the percentage of business use changes.)

Old Car Traded-in:

1 (a) Total mileage accumulated	..... (miles)
(b) Portion applicable to business . . .	..... (miles)
(c) Percentage applicable to business (line (b) divided by line (a))	..... %
2 Purchase price or other basis	.....
3 Less: Trade-in allowance	.....
4 Difference (line 2 less line 3)	.....
5 Line 4 multiplied by percentage on line 1 (c)	.....
6 Less: Gain (or plus loss) on previous trade-in	.....
7 Difference (line 5 less line 6)	.....
8 Depreciation allowed or allowable . . .	.....
9 Gain (line 8 less line 7) or loss (line 7 less line 8) on business portion of car . . .	

Present Car:

10 Purchase price or other basis	.....
11 Less: Estimated salvage value	.....
12 Balance (line 10 less line 11)	.....
13 Line 12 multiplied by percentage on line 6 of Part IV	.....
14 Less: Gain (or plus loss) on line 9 above .	.....
15 Basis for computing depreciation . . .	

PART VI—Depreciation of Automobile (If you elect the Class Life (ADR) System (Form 4832) and/or the Guideline Class Life System (Form 5006), you must attach the appropriate form to your return)

Make and style of vehicle (a)	Date acquired (b)	Basis (From line 15, Part V) (c)	Age when acquired (d)	Depreciation allowed in prior years (e)	Method of computing depreciation (f)	Rate (%) or life (years) (g)	Depreciation for a year (h)

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