

Statement of Employee Business Expenses

Calendar year 1968 or other taxable year

beginning _____, 1968, and ending _____, 19.....
 (ATTACH THIS STATEMENT TO YOUR INDIVIDUAL INCOME TAX RETURN)

1968

Instructions.—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 page 6 of the instructions for Form 1040.

Business expenses paid (reimbursed) to you by your employer, must be included on 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 page 1, line 5, 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.

Rules on proof of deductions for travel, entertainment, and gift expenses are in Publication 463 which you can obtain from the District Director's office.

Use Form 3903 for computation of the moving expense deduction.

Your name	Employer's name
Address	Address

Occupation in which expenses were incurred

A. Employee business expenses which are deductible in computing total income (page 1, line 9, of Form 1040).			
1. Travel expenses while away from home on business (number of days):			
(a) Railroad, airplane, boat, etc., fares	\$.....		
(b) Meals and lodging		
(c) Automobile expenses (from Schedule A)		
(d) Other travel expenses (specify)		
Total travel expenses.			\$.....
2. Local transportation expenses (not between home and work):			
(a) Local bus, streetcar, and taxi fares	\$.....		
(b) Automobile expenses (from Schedule A)		
(c) Other (specify)		
Total local transportation expenses			
3. Outside salesman's expenses:			
(a) Automobile expenses (from Schedule A)	\$.....		
(b) Other (specify)		
Total outside salesman's expenses			
4. Employee expenses other than traveling, transportation, and outside salesman's expenses to the extent of the reimbursement			
5. Total of lines 1, 2, 3, and 4			\$.....
6. Less: Amount of employer's payments for above expenses (other than amounts included on Form W-2)			
7. Excess expenses (line 5 less line 6). Enter here and on page 2, Part III, line 3, Form 1040			\$.....
8. Excess payments (line 6 less line 5). Enter here and on page 2, Part II, in misc. income, Form 1040			\$.....

B. Employee business expenses which are deductible if you itemize deductions on page 2, Part IV, Form 1040.			
1. Business expenses other than those included above (specify)			\$.....
2. Total			\$.....

If you itemize your deductions, rather than elect to use the standard deduction, deduct expenses under "Miscellaneous Deductions" on Page 2, Part IV, Form 1040.

Schedule A—AUTOMOBILE EXPENSES See Publication 463 for details and examples

Note: Use either the Regular or the Optional method.¹ (Use a separate Schedule A 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) (do not include parking fees and tolls)
- 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 Schedule C, 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:¹**
- 12. Enter 15,000 miles or the mileage on line C above, whichever is smaller miles
 - 13. Multiply line 12 by 10¢ and enter result here \$
 - 14. Excess, if any, of line C over 15,000 miles. miles
 - 15. Multiply line 14 by 7¢ 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 (if any) here
 - 19. ² Total deductible automobile expenses \$

¹The 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).
² Allocate to appropriate sections of item A on page 1.

Schedule B—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. (See page B-2 of instructions for Form 1040.)
- 12. Balance (line 10 less line 11) \$
- 13. Line 12 multiplied by percentage on line 6 of Schedule A
- 14. Less: Gain (or plus loss) on line 9 above
- 15. BASIS for computing depreciation \$

Schedule C—DEPRECIATION OF AUTOMOBILE

Make and style of vehicle (a)	Date acquired (b)	Basis (From line 15, Schedule B) (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)

Schedule D—ADDITIONAL INFORMATION TO BE FURNISHED BY PERSONS CLAIMING A DEDUCTION FOR EDUCATIONAL EXPENSES

- 1. Name of educational institution or activity
- 2. Address
- 3. Are you required to undertake this education to meet the minimum educational requirements to qualify in your employment, trade, or business? YES NO.
- 4. Will the program of study undertaken qualify you for a new trade or business? YES NO.
- 5. If your answer to question 3 or 4 is "NO," state the reason for obtaining the additional education and show the relationship between the courses taken and your employment during the period
- 6. List the principal subjects studied at the educational institution or describe your educational activity