

# Employee Business Expenses

Calendar year 1969 or other taxable year

# 1969

beginning ..... 1969, and ending ....., 19.....

▶ If you use this form, attach it to Form 1040

Your name	Social security number	Occupation in which expenses were incurred
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Employer's name	Employer's address
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**PART I.—Employee Business Expenses which are Deductible in Computing Adjusted Gross Income on Line 15c, Form 1040**

<b>1. Travel expenses while away from home on business (number of days .....):</b> (a) Railroad, airplane, boat, etc., fares . . . . . \$..... (b) Meals and lodging . . . . . \$..... (c) Automobile expenses (from Schedule A) . . . . . \$..... (d) Other travel expenses (specify) ..... \$..... <hr/> Total travel expenses . . . . . \$.....	
<b>2. Local transportation expenses (not between home and work):</b> (a) Local bus, streetcar, and taxi fares . . . . . \$..... (b) Automobile expenses (from Schedule A) . . . . . \$..... (c) Other (specify) ..... \$..... <hr/> Total local transportation expenses . . . . . \$.....	
<b>3. Outside salesman's expenses:</b> (a) Automobile expenses (from Schedule A) . . . . . \$..... (b) Other (specify) ..... \$..... <hr/> Total outside salesman's expenses . . . . . \$.....	
<b>4. Employee expenses other than traveling, transportation, and outside salesman's expenses to the extent of the reimbursement . . . . .</b>	
<b>5. Total of lines 1, 2, 3, and 4 . . . . .</b> \$.....	
<b>6. Less: Amount of employer's payments for above expenses (other than amounts included on Form W-2) . . . . .</b> \$.....	
<b>7. Excess expenses (line 5 less line 6). Enter here and include in line 15b, Form 1040 . . . . .</b> \$.....	
<b>8. Excess payments (line 6 less line 5). Enter here and include in Part III, Schedule E (Form 1040) . . . . .</b> \$.....	

**PART II.—Employee Business Expenses which are Deductible if You Itemize Deductions on Schedule A (Form 1040)**

<b>1. Business expenses other than those included above (specify) .....</b>	\$.....
<b>2. Total . . . . .</b>	\$.....

If you itemize your deductions, rather than elect to use the standard deduction, deduct expenses under "Miscellaneous Deductions," Schedule A (Form 1040).

**PART III.—Additional Information to be Furnished by Persons Claiming a Deduction for Educational Expenses**

1. Name of educational institution or activity .....

2. Address .....

3. Were 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 .....

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 11, 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 from the District Director's office.

Use Form 3903 for computation of the moving expense deduction.

**SCHEDULE A—Automobile Expenses**

**Note:** Use either the Regular or the Optional method. If you use the regular method, prepare 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) In- . . . . .  
clude 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 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:** (The standard mileage rate applies to the total business miles 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).

- 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. Total. Enter here and in appropriate sections of Part I, 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 instructions on Schedule E (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)