

Employee Business Expenses

Calendar year 1971 or other taxable year

1971

beginning _____, 1971, and ending _____, 19____
 ▶ Attach to Form 1040.

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 18, 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 away from home overnight): (a) Airplane, bus, railroad, taxi, etc., fares (b) Automobile expenses (from Part IV) (c) Other (specify) _____ Total transportation expenses	
3. Outside salesman's expenses: (a) Automobile expenses (from Part IV) (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 include in line 43, Form 1040	
8. Excess payments (line 6 less line 5). Enter here and include in line 39(e), Form 1040	

PART II.—Employee Business Expenses which are Deductible if You Itemize Deductions on Schedule A (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," 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 12, 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 use Asset Depreciation Range (ADR) attach Form 4832)

Table with 8 columns: 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)