

Employee Business Expenses

1974

▶ 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 Deductible in Computing Adjusted Gross Income on Form 1040, Line 15

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 reimbursement		
5 Total of lines 1, 2, 3, and 4		
6 Less: 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 on Form 1040, line 41		
8 Excess payments (line 6 less line 5). Enter here and include on Form 1040, line 37		

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).....	
Total	
If you itemize your deductions instead of using the standard deduction, deduct under Miscellaneous Deductions, Schedule A (Form 1040).	

PART III.—Additional Information to be Furnished When 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 study program 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.....

Instructions

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

Include business expenses for which you were paid (reimbursed) by your employer on page 1, Part I, line 6, unless they

are included on your Form W-2. Report any such amounts shown on your Form W-2 as wages on Form 1040, line 9. Check with your employer if you doubt whether the payment is included on your Form W-2.

For a detailed explanation of the rules for deductions for travel, entertainment, and gift expenses, see **Publication 463**, Travel, Entertainment, and Gift Expenses.

Use Form 3903 to compute any 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) 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 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 you have claimed depreciation in a prior year using a method other than straight line (or if you have claimed additional first-year depreciation). 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	
13	Multiply line 12 by 15¢ and enter result here	(miles)
14	Any excess of line C over 15,000 miles	
15	Multiply line 14 by 10¢ and enter result here	(miles)
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 VI.—Depreciation of Automobile

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)

PART V—Computation of Automobile Basis

Note: If you acquired the vehicle for cash only, or by trade-in of another vehicle 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. (Recompute the basis for depreciation 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	
	(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	