Reliable Income Tax Service

5816 N Greeley Avenue (503) 289-4500

Company Driver Business Expenses

Client _____

Please provide job expenses you incurred but did not get reimbursed

Meals, Travel & Entertainment:

Daily rate for truckers' meals: $52 Number of days away from home on business: _____

Motels and lodging: _____

Other business travel: _____ (Includes car rentals, plane fare, busfare, parking fees, etc.)

Vehicle used for business purposes:

Make / Model: _____ Total miles driven during year: _____

Year acquired: _____ Business related miles: _____

Expenses	Amount
Clothing to promote company name and/or logo	
Computer	
Equipment and small tools	
Internet connection	
Maintenance - tractor and/or trailer	
Office supplies - paper, pens, calculator, etc.	
Over-the-road expenses - tolls, scales, lumpers	
Postage	
Protective clothing - safety shoes, gloves, etc.	
Satelitte radio / TV connection fee	
Small appliances - TV, refrigerator, coffee maker, toaster, etc.	
Tax preparation fees	
Telephone costs - cell phone, phone card, etc. (business portion only)	

Satelitte radio cost _____ Purchase date _____

Laptop (truck use only) cost _____ Purchase date _____

Home computer cost _____ Purchase date _____ Business use % _____

Supplies and other business-related expenses:				
Air fresheners		Floor mats		
Alarm clock		Laundry supplies		
Atlas / maps		Load locks / cargo straps		
ATM & cash advance fees		Paper towels		
Batteries		Physical costs (DOT)		
Bedding		Rain Gear		
Cab curtains		Seat covers		
Camera & film		Showers		
CB & Antennas		Sunglasses		
CDL license fees		Toiletries		
Cleaning supplies		Trash bags		
Coolers		Other		
First Aid supplies				
Flashlights				
Food / drink containers				