

Appendix A Continued – Almost done!

Additional Questions for Mobile Professionals

Vehicle Info: Annual Miles = miles driven for every purpose during the tax year (not just work). We need this information if you are to claim a mileage deduction. If nothing else, an accurate estimate can be obtained by looking at oil change/repair receipts near the beginning or end of the year (they have your odometer readings on them).

Annual Miles on Vehicle 1 _____ Date placed in service (mm/dd/yy) _____
 (date of purchase or very first travel contract)

Annual Miles on Vehicle 2 _____ Date placed in service (mm/dd/yy) _____
 (date of purchase or very first travel contract)

Y N 1) Do you have a travel log that records your travel expenses and mileage?
This would be required by the IRS in an audit.

Y N 2) Did you make any trips home DURING an assignment or between an extension of an assignment in the same metropolitan area?
 If so, list the dates and expenses below. Use additional sheets if necessary.

RECORD OF TRIPS HOME

Deductions for trips home during assignments are LIMITED to the amount you would deduct if you had stayed at the assignment. (Revenue Ruling 54-477)

Trip #	Date Departed	Date returned	Airfare	Miles Driven	Car Rental	Gas for Rental	Tolls & Parking	Taxi
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Initial or dig signature _____