



**Books by Kelly, LLC**  
 2018 Daycare Worksheets  
 Vehicle Worksheet

If you used more than one vehicle for your business in 2018, you will need to complete a worksheet for EACH vehicle. You can not lump all business miles on the vehicle you drive most often.

Please note that in the event of an audit, you will be responsible to provide the written documentation proving the business miles driven in 2018.

You can count as business miles any trips for which the primary purpose was business. You must have written records of all business trips. Written records can include receipts, cancelled checks, credit card statements, photographs, etc.

Vehicle Information

Year/Make/Model of Vehicle: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Is this a leased vehicle?  Yes  No

Date Vehicle Was First Used In Your Business (MM/DD/YY): \_\_\_\_\_

Odometer Reading on January 1, 2018: \_\_\_\_\_

Odometer Reading on December 31, 2018: \_\_\_\_\_

Business Miles Driven 1/1 to 12/31/18: \_\_\_\_\_

Is another vehicle available for personal use?  Yes  No

Was vehicle available during off duty hours?  Yes  No

What name is on the title of this vehicle? \_\_\_\_\_

Do you have evidence to support the business use claimed?  Yes  No

If yes, is the evidence written?  Yes  No

Expenses

Interest on Vehicle Loan: \_\_\_\_\_

Personal Property Tax (License Tabs): \_\_\_\_\_

Business Parking, Tolls or Ferry Fees: \_\_\_\_\_

Gas/Maintenance/Etc: \_\_\_\_\_

Insurance: \_\_\_\_\_

Lease Payments (if applicable): \_\_\_\_\_

only needed if claiming actual expenses  
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