

2024 Automobile Use Statement

Tax Year Ended 12/31/2024

Company Name _____

Employee _____

Detail of Miles Driven

Miles Driven in FYE	12/31/2024
Business miles	_____
Personal miles	_____
Commuting miles	_____
Total miles	_____

*Mileage Reimbursement Rate \$0.67

Identification of Automobile

Auto Make	_____
Auto Model	_____
Auto Year	_____
Used from	_____
to	_____

(Typically 1/1 - 12/31)

Original cost (or value, if leased) _____

Operating Expenses (Paid Personally)

Operating Expenses	
Gasoline	_____
Repairs	_____
Maintenance	_____
Car washes	_____
Car insurance	_____
Loan interest	_____
Registration	_____
Licenses	_____
Total operating expenses	_____

Other Information

	<u>Circle One</u>
Is this car available for personal use?	Y N
Is there another car available for personal use?	Y N
Automobile is leased	Y N
Total lease payments paid for FYE: 12/31/2024	
Parking paid (business portion only)	_____
Tolls paid (business portion only)	_____

- 1 Operating expenses include both the business and personal use portions.
- 2 Parking and tolls reimbursed for actual business use only.
- 3 If the Company has paid expenses, those will reduce the amount of reimbursement.
- 4 If the Company has paid more than the business use, the excess is added to the W-2.

I verify that all information provided is true and correct

(Employee Signature)