

Outside Salespeople

Auto Travel (Mileage)

Supplies & Expenses

Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping	
Job Search		Business Meals (Enter 100% of expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job Supplies & Materials		Clerical Services & Software	
Professional Society Meetings		Computer Service & Supplies	
Parking Fees & Tolls (\$)		Data Base and Sales lead Lists	
Other: _____		Entertainment (50% deductible)	

Travel - Out Of Town

Airfare		Equipment Repair	
Bus & Subway		FAX, Stationary & Office Supplies	
Car Rental		Gifts & Greeting Cards	
Parking & Tolls		GPS/Navigation - Maps	
Taxi		Legal & Professional Services	
Train		On-Line Service Charges	
Lodging (do not include meals)		Photocopy Expense	
Meals (do not combine with lodging)		Postage	
Communications & Wi-Fi Access		Rent	
Laundry		Shipping	
Porter, Bell Captain		Trade Publications	
Other: _____		Other: _____	

Educational Costs

Communication Expenses

Course Fees		Cellular & Smart Phone Charges	
Course Registration		Fax & On Line Data Services	
Materials & Supplies		Land Line	
Motivational DVDS		Paging Service, Call Forwarding	
Photocopy Expense		Skype /Internet Phone Service	
Reference Material		Other: _____	

Professional Fees & Dues

Textbooks & Seminar Costs		Association Dues	
Other: _____		License	

Equipment Purchases

Answering Machine		Union Dues	
Cellular and Smart Phones		Other: _____	

Miscellaneous Expenses

Computers & Laptops		Books & Magazine Subscriptions	
FAX Machines, Copiers & Printers		Liability Insurance - Business	
Tablets & E- Readers		Professional Subscriptions	
Other: _____		Resume`	