

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 Clerical	
Purchasing Job Supplies & Materials		Services & Software Computer	
Professional Society Meetings		Service & Supplies Entertainment	
Parking Fees & Tolls (\$)		(50% deductible) Data Base and	
Other: _____		Sales lead Lists Equipment Repair	
<i>Travel - Out Of Town</i>		FAX Supplies	
Airfare		On-Line Service Charges	
Car Rental		Gifts & Greeting Cards	
Parking & Tolls		Legal & Professional Services	
Taxi		Office Expenses	
Train		Photocopy Expense	
Bus & Subway		Postage	
Lodging (do not include meals)		Rent	
Meals (do not combine with lodging)		Shipping	
Porter, Bell Captain		Trade Publication & Map Book	
Laundry		Other: _____	
Telephone		<i>Telephone Expenses</i>	
Other: _____		Cellular Phone Charges	
<i>Educational Costs</i>		Fax Transmissions	
Correspondence Course Fees		Paging Service	
Course Registration Materials		Pay Phone	
& Supplies Photocopy		Toll Calls	
Expense Reference Material		Other: _____	
Textbooks & Seminar Costs		<i>Professional Fees & Dues</i>	
Motivational Tapes		Association Dues	
Other: _____		License Union Dues	
<i>Equipment Purchases</i>		Other: _____	
Answering Machine		<i>Miscellaneous Expenses</i>	
Calculator		Liability Insurance - Business	
FAX Machine		Books & Magazine Subscriptions	
Pager & Telephone Computers & Printer		Professional Subscriptions	
Other: _____		Resume`	