

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 (\$)		Entertainment (50% deductible)	
Other: _____		Data Base and 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		Pay Phone	
Materials & Supplies		Toll Calls	
Photocopy Expense		Other: _____	
Reference Material		<i>Professional Fees & Dues</i>	
Textbooks & Seminar Costs		Association Dues	
Motivational Tapes		License	
Other: _____		Union Dues	
<i>Equipment Purchases</i>		Other: _____	
Answering Machine		<i>Miscellaneous Expenses</i>	
Calculator		Liability Insurance - Business	
FAX Machine		Books & Magazine Subscriptions	
Pager & Telephone		Professional Subscriptions	
Computers & Printer		Resume`	
Other: _____			