

Outside Sales Person

Auto Travel (Mileage)

Between Jobs or Job Locations
 Client Meetings
 Continuing Education
 Job Search

 Out of Town Business Trips
 Purchasing Job Supplies & Materials
 Professional Society Meetings
 Parking Fees & Tolls (\$)
 Other: _____

Travel - Out Of Town

Airfare
 Car Rental
 Parking & Tolls
 Taxi
 Train
 Bus & Subway
 Lodging (do not include meals)
 Meals (do not combine with lodging)
 Porter, Bell Captain
 Laundry
 Telephone
 Other: _____

Educational Costs

Correspondence Course Fees
 Course Registration
 Materials & Supplies
 Photocopy Expense
 Reference Material
 Textbooks & Seminar Costs
 Motivational Tapes
 Other: _____

Equipment Purchases

Answering Machine
 Calculator
 FAX Machine
 Pager & Telephone
 Computers & Printer
 Other: _____

Supplies & Expenses

Advertising
 Bank Charges
 Bookkeeping
 Business Meals (Enter 100% of expense)
 Business Cards & Printing
 Clerical Services & Software
 Computer Service & Supplies
 Entertainment (50% deductible)
 Data Base and Sales lead Lists
 Equipment Repair
 FAX Supplies
 On-Line Service Charges
 Gifts & Greeting Cards
 Legal & Professional Services
 Office Expenses
 Photocopy Expense
 Postage
 Rent
 Shipping
 Trade Publication & Map Book
 Other: _____

Telephone Expenses

Cellular Phone Charges
 Fax Transmissions
 Paging Service
 Pay Phone
 Toll Calls
 Other: _____

Professional Fees & Dues

Association Dues
 License
 Union Dues
 Other: _____

Miscellaneous Expenses

Liability Insurance - Business
 Books & Magazine Subscriptions
 Professional Subscriptions
 Resume`