

Outside Salespeople

<i>Auto Travel (Mileage)</i>		<i>Supplies & Expenses</i>	
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)	
<i>Travel - Out Of Town</i>		Equipment Repair	
Airfare		FAX, Stationary & Office Supplies	
Bus & Subway		Gifts & Greeting Cards	
Car Rental		GPS/Navigation - Maps	
Parking & Tolls		Legal & Professional Services	
Taxi		On-Line Service Charges	
Train		Photocopy Expense	
Lodging (do not include meals)		Postage	
Meals (do not combine with lodging)		Rent	
Communications & Wi-Fi Access		Shipping	
Laundry		Trade Publications	
Porter, Bell Captain		Other: _____	
Other: _____		<i>Communication Expenses</i>	
<i>Educational Costs</i>		Cellular & Smart Phone Charges	
Course Fees		Fax & On Line Data Services	
Course Registration		Land Line	
Materials & Supplies		Paging Service, Call Forwarding	
Motivational DVDS		Skype /Internet Phone Service	
Photocopy Expense		Other: _____	
Reference Material		<i>Professional Fees & Dues</i>	
Textbooks & Seminar Costs		Association Dues	
Other: _____		License	
<i>Equipment Purchases</i>		Union Dues	
Answering Machine		Other: _____	
Cellular and Smart Phones		<i>Miscellaneous Expenses</i>	
Computers & Laptops		Books & Magazine Subscriptions	
FAX Machines, Copiers & Printers		Liability Insurance - Business	
Tablets & E- Readers		Professional Subscriptions	
Other: _____		Resume`	

