

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