

Name Year

TRAVEL & ENTERTAINMENT OR SALESPERSONS EXPENSE

INCOME		
COMMISSIONS (bring Form(s) 1099)		\$
WAGES (bring form(s) W-2)		
Other Reimbursements		\$
EXPENSES		
ADVERTISING: Media Ads		\$
Advertising specialties		
Printed Materials		
Other	<input type="text"/>	
BANK CHARGES: Check charges		
NSF fees		
Service charges		
CAR/TRUCK: Show business miles		mi.
COMMISSIONS PAID		
DUES/SUBSCRIPTIONS		
Chamber of Commerce		
Trade papers, magazines		
Other	<input type="text"/>	
EDUCATION: Classes/Seminars		
Books, Materials		
Lodging (overnight)		
Meals		
Tips, baggage, etc.		
INSURANCE: Workman's Comp.		
Errors & Omissions		
Other	<input type="text"/>	
INTEREST: (Business debts)		
LAUNDRY/CLEANING: Uniforms		
LEGAL/PROFESSIONAL: Attorney		
Accountant		
Tax Consultant		
OFFICE SUPPLIES: Business Cards		
Stationery, pads, etc.		
Other	<input type="text"/>	
POSTAGE/FREIGHT: Stamps, permits		

EXPENSES				
RENT: Business property			\$	
Equipment				
REPAIRS: Office Equipment				
Other	<input type="text"/>			
SUPPLIES				
TAXES: Payroll				
County taxes				
Licenses				
TELEPHONE: Office phone(s)				
Outside pay-phones				
Credit card calls				
Home-business				
TRAVEL/ENTERTAINMENT:				
Away from home			days	
Air, rail, bus fares			\$	
Meals & Lodging				
Rental cars/Taxis				
Entertainment				
Gifts (\$25 max. each)				
UTILITIES: Gas				
Electricity				
Water				
WAGES (Bring payroll records)				
Other	<input type="text"/>			
FURNITURE/EQUIPMENT				
DATE	ITEM	NEW	USED	COST
		<input type="checkbox"/>	<input type="checkbox"/>	\$
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	