

# Outside Salespeople

## *Auto Travel (Mileage)*

## *Supplies & Expenses*

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: _____		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: _____	
<b><i>Travel - Out Of Town</i></b>		<b><i>Telephone Expenses</i></b>	
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: _____		Cellular Phone Charges Fax Transmissions Paging Service Pay Phone Toll Calls Other: _____	
<b><i>Educational Costs</i></b>		<b><i>Professional Fees &amp; Dues</i></b>	
Correspondence Course Fees Course Registration Materials & Supplies Photocopy Expense Reference Material Textbooks & Seminar Costs Motivational Tapes Other: _____		Association Dues License Union Dues Other: _____	
<b><i>Equipment Purchases</i></b>		<b><i>Miscellaneous Expenses</i></b>	
Answering Machine Calculator FAX Machine Pager & Telephone Computers & Printer Other: _____		Liability Insurance - Business Books & Magazine Subscriptions Professional Subscriptions Resume`	