

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`	



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