|  |  |  |  |
| --- | --- | --- | --- |
| **Outside Salespeople** | | | |
| All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer. | | | |
| **Auto Travel (In Miles)** | | **Supplies & Expenses** | |
| Between Jobs or Job Locations |  | Advertising |  |
| Client Meetings |  | Bank Charges |  |
| Continuing Education |  | Bookkeeping |  |
| Job Search |  | Business Cards & Printing |  |
| Out of Town Business Trips |  | Business Meals |  |
| Parking Fees and Tolls ($) |  | Clerical Services & Software |  |
| Professional Society Meetings |  | Computer Service & Supplies |  |
| Purchasing Job Supplies & Materials |  | Data Base & Sales Lead Lists |  |
| Other: |  | Entertainment |  |
| **Travel - Out of Town** | | Equipment Repair |  |
| Airfare |  | FAX Supplies |  |
| Bus & Subway |  | Gifts & Greeting Cards |  |
| Car Rental |  | Legal & Professional Services |  |
| Laundry |  | Office Expenses |  |
| Lodging |  | On-line Service Charges |  |
| Meals |  | Photocopy Expense |  |
| Parking & Tolls |  | Postage |  |
| Porter, Bell Captain |  | Rent |  |
| Taxi, Train |  | Shipping |  |
| Telephone |  | Trade Publication & Map Book |  |
| Other: |  | Other: |  |
| **Educational Costs** | | **Telephone Expenses** | |
| Correspondence Course Fees |  | Cellular Phone |  |
| Course Registration |  | FAX Transmissions |  |
| Materials & Supplies |  | Paging Service |  |
| Motivational Tapes |  | Pay Phone & Toll Calls |  |
| Photocopy Expense |  | Other: |  |
| Reference Material |  | **Professional Fees & Dues** | |
| Textbooks & Seminar Costs |  | Association Dues |  |
| Other: |  | License |  |
| **Equipment Purchases** | | Union Dues |  |
| Answering Machine |  | Other: |  |
| Calculator |  | **Miscellaneous Expenses** | |
| Computer & Printer |  | Books & Magazine Subscriptions |  |
| FAX Machine |  | Liability Insurance - Business |  |
| Pager & Telephone |  | Professional Subscriptions |  |
| Other: |  | Resume |  |