

Outside Salespeople

<i>Auto Travel (Mileage)</i>		<i>Supplies & Expenses</i>
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
<i>Travel - Out Of Town</i>		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: _____		<i>Telephone Expenses</i>
<i>Educational Costs</i>		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		<i>Professional Fees & Dues</i>
Motivational Tapes		Association Dues
Other: _____		License
<i>Equipment Purchases</i>		Union Dues
Answering Machine		Other: _____
Calculator		<i>Miscellaneous Expenses</i>
FAX Machine		Liability Insurance - Business
Pager & Telephone		Books & Magazine Subscriptions
Computers & Printer		Professional Subscriptions
Other: _____		Resume`