



# Outside Salespeople

## ***Auto Travel (Mileage)***

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: _____	

## ***Travel - Out Of Town***

Airfare	
Bus & Subway	
Car Rental	
Parking & Tolls	
Taxi	
Train	
Lodging (do not include meals)	
Meals (do not combine with lodging)	
Communications & Wi-Fi Access	
Laundry	
Porter, Bell Captain	
Other: _____	

## ***Educational Costs***

Course Fees	
Course Registration	
Materials & Supplies	
Motivational DVDS	
Photocopy Expense	
Reference Material	
Textbooks & Seminar Costs	
Other: _____	

## ***Equipment Purchases***

Answering Machine	
Cellular and Smart Phones	
Computers & Laptops	
FAX Machines, Copiers & Printers	
Tablets & E- Readers	
Other: _____	

## ***Supplies & Expenses***

Advertising	
Bank Charges	
Bookkeeping	
Business Meals (Enter 100% of expense)	
Business Cards & Printing	
Clerical Services & Software	
Computer Service & Supplies	
Data Base and Sales lead Lists	
Entertainment (50% deductible)	
Equipment Repair	
FAX, Stationary & Office Supplies	
Gifts & Greeting Cards	
GPS/Navigation - Maps	
Legal & Professional Services	
On-Line Service Charges	
Photocopy Expense	
Postage	
Rent	
Shipping	
Trade Publications	
Other: _____	

## ***Communication Expenses***

Cellular & Smart Phone Charges	
Fax & On Line Data Services	
Land Line	
Paging Service, Call Forwarding	
Skype /Internet Phone Service	
Other: _____	

## ***Professional Fees & Dues***

Association Dues	
License	
Union Dues	
Other: _____	

## ***Miscellaneous Expenses***

Books & Magazine Subscriptions	
Liability Insurance - Business	
Professional Subscriptions	
Resume`	