

Business and Sales Professionals

Common Expenses		Supplies	
Adverstising		Briefcase and Folders	
Bank charges and fees		Bussiness Meals, including tips	
Commissions and fees		Business cards	
Contract Labor		Computer and PrinterSupplies	
Liabilitiy insurance		Dues and Subscriptions	
Worker Comp insurance		Enertainment expenses	
General Insurance		Equipment repairs and mainanence	
Uniform upkeep		Gifts and greeting cards	
Other _____		Maid and Laundry services	
Professional Fees & Dues		Office expenses	
Legal Fees		Postage	
Licenses		Printing and copying services	
Association Dues		Shipping	
Union dues		Stationary	
Other _____		Other _____	
Auto & Truck		Equipment Purchases	
Between Jobs		Cell Phone	
Mileage for Education		Computer, Printer and Fax	
Out of Town Trips		Modems and Software	
Purchasing Supplies		Furniture	
Parking fees & tolls		Other _____	
Total miles on work vehicle		Continuing Education	
Cost of fuel and repair		Registration	
Other _____		Seminar fees	
Business Travel		Text books and supplies	
Airfare		Training with suppliers	
Car rental		Corresponding courses & Fees	
Bus, Taxi & Subway fare		Other _____	
Parking		Communication Expenses	
Lodging		Cell Phone (% used for business ___)	
Hotel tips		Internet	
Meals		Paging service	
Laundry and Cleaning		Webpage fee	
Other _____		Other _____	