

## Outside Salespeople

All deductions must be out-of-pocket expenses that are NOT reimbursed by your employer.

<b>Auto Travel (In Miles)</b>		<b>Supplies &amp; Expenses</b>	
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	
<b>Travel - Out of Town</b>		<b>Equipment Repair</b>	
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: _____	
<b>Educational Costs</b>		<b>Telephone Expenses</b>	
Correspondence Course Fees		Cellular Phone	
Course Registration		FAX Transmissions	
Materials & Supplies		Paging Service	
Motivational Tapes		Pay Phone & Toll Calls	
Photocopy Expense		Other: _____	
Reference Material		<b>Professional Fees &amp; Dues</b>	
Textbooks & Seminar Costs		Association Dues	
Other: _____		License	
<b>Equipment Purchases</b>		Union Dues	
Answering Machine		Other: _____	
Calculator		<b>Miscellaneous Expenses</b>	
Computer & Printer		Books & Magazine Subscriptions	
FAX Machine		Liability Insurance - Business	
Pager & Telephone		Professional Subscriptions	
Other: _____		Resume	