



## SALES REPRESENTATIVES

Non Reimbursed Business Expenses Only. Deductions Subject to Tax Authority Regulations.

Name: \_\_\_\_\_ Soc Sec. #: \_\_\_\_\_ Tax year \_\_\_\_\_

Advertising		Insurance	
Answering Services		Inventory	
Auto Expenses-Mileage for the Year		Kits	
Mileage, Business only		Legal & Professional Services	
Fuel		Licences	
Repairs/Maintenance (wash)		Map Books	
Insurance/License Fee		Pager	
Parking/Tolls/Bus/Garage		Photocopy Expenses	
Bank Charges		Postage/Shipping/Messenger	
Bookkeeping		Professional Fees	
Briefcase		Association Dues	
Business Cards		Union Dues	
Calculator		Office Expenses	
Camera		Refunds	
Catalogues		Rent	
Cell Phone		Resume	
Clerical Services		Sales Aids	
Commissions		Sales Assistants	
Computer: Repair		Samples & Promotional Items	
Software		Seminar & Trade Shows	
Hardware		Service Charges	
Supplies		Snacks & Beverages	
Customer Lists		Storage Containers	
Copy Machine		Storage Fees	
Demos		Subscriptions/Publications	
Desks		Supplies-	
Display Tables		Telephone: Office	
Education		Cell/Pager	
Correspondence Course Fees		Fax Line	
Course Registration		Answering Service	
Material & Supplies		Pay Phone/Toll Calls	
Photocopy expense		Trade Publications	
Reference Materials		Travel-Out of Town: Lodging	
Seminar Fees		Airfare	
Textbooks		Auto Exp. Gas/Mileage	
Equipment Repair		Bus, Train, Taxi Fares	
Entertainment / Meals		Car Rental	
Fax Machine		Laundry	
Supplies		Meals away from home	
Filing Cabinet		Telephone	
Freight		Tolls/Parking	
Gifts (\$25 max/person/year)		Porter/Bell Captain/Tips	
Greeting cards			