



**Tel: 866.684.9935**

235 Peachtree Street NW | Ste. 400 | Atlanta, GA 30303

**OUTSIDE SALES**

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