

Outside Sales People

Professional Fees & Dues	Supplies & Expenses
Licenses	Advertising
Association dues	Business Meals
Union dues	Entertainment
Other:	Legal & Professional Services
Home Office	Database & Sales Lead Lists
Desk top & Laptop	Computer Software
Printer	Gifts & Greeting Cards
Desk	On-Line Services
Internet	Computers and Printers
Utilities	Paper, Stationary, Printing
Square footage of Office & Home	Newspapers and Magazines
Supplies	Other:
Other:	Auto Travel
Professional Expenses	Mileage between 1st & 2nd job
Professional Attire	Mileage between Locations
Grooming	Mileage to Continuing Education
Supplies	Mileage out of town work trips
Cell	Mileage buying equip. & supplies
Other:	Personal mileage on work vehicle
Continuing Education	Cost of vehicle
Correspondence Course Fees	Parking fees & Tolls
Correspondence Courses	Property tax
Registration	Other:
Seminar Fees	Travel
Text book & supplies	Airfare
Training sessions	Car Rental
Other:	Parking fees & Tolls
Miscellaneous	Transportation (Bus, Taxi, Etc.)
Periodicals	Lodging (Do not include meals)
Professional Subscriptions	Meals (Do not include lodging)
Resume	Incidental expenses
Liability Insurance-Business	Cleaning & Laundry
Other:	Other: