WORKSHEET

Name:

1. Auto Travel	4. Continuing Education
Between jobs or job locations(mi.)	\$Correspondence course fees
Client meetings (mi.)	\$Course registration
Continuing education (mi.)	\$Materials & supplies
Job seeking (mi.)	\$Photocopy expense
Out of town business trips (mi.)	\$Reference material
Purchasing job supplies & materials (mi.)	\$Seminar fees
Professional society meetings (mi.)	\$Textbooks
\$Parking fees	\$Other:
\$Tolls	
\$Other:	5. Equipment Purchases
	\$Answering machine
2. Travel – Out of Town	\$Calculator
\$Airfare	\$Copy machine
\$Bus & subway	\$FAX machine
\$Bridge & highway tolls	\$Pager
\$Car rental	\$Telephone
\$Laundry	\$Other:
\$Lodging (do not combine with meals)	
\$Meals (do not combine with lodging)	6. Telephone Expenses
\$Parking	\$Cellular calls
\$Porter, bellcaptain	\$FAX transmissions
\$Taxi	\$Paging service
\$Telephone	\$Pay phone
\$Train	\$Toll calls
\$Other:	\$Other:
3. Professional Fee & Dues	7. Supplies & Expenses
\$Association dues	\$Advertising
\$Licenses	\$Bank Charges
\$Other:	\$Bookkeeping
	SBusiness Meals (enter 100%)
	\$Business Cards
	\$Clerical Service
	8. Business Development
	\$Business Meals and Entertainment
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\$_____Promotional Items

\$_____Sporting/Theater tickets

I understand this worksheet provides a way for me to organize my deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to my situation. This worksheet cannot substitute for tax knowledge or professional tax advice.

2535 TRUXTUN ROAD SUITE 207 SAN DIEGO,CA 92106 PHONE: 619-365-4720 FAX: 619-908-1801 EMAIL: info@pietastax.com