

Name: _____

1. Auto Travel

_____ Between jobs or job locations (mi.)
_____ Client meetings (mi.)
_____ Continuing education (mi.)
_____ Job seeking (mi.)
_____ Out of town business trips (mi.)
_____ Purchasing job supplies & materials (mi.)
_____ Professional society meetings (mi.)
\$ _____ Parking fees
\$ _____ Tolls
\$ _____ Other: _____

2. Travel – Out of Town

\$ _____ Airfare
\$ _____ Bus & subway
\$ _____ Bridge & highway tolls
\$ _____ Car rental
\$ _____ Laundry
\$ _____ Lodging (do not combine with meals)
\$ _____ Meals (do not combine with lodging)
\$ _____ Parking
\$ _____ Porter, bell captain
\$ _____ Taxi
\$ _____ Telephone
\$ _____ Train
\$ _____ Other: _____

3. Professional Fee & Dues

\$ _____ Association dues
\$ _____ Licenses
\$ _____ Other: _____

4. Continuing Education

\$ _____ Correspondence course fees
\$ _____ Course registration
\$ _____ Materials & supplies
\$ _____ Photocopy expense
\$ _____ Reference material
\$ _____ Seminar fees
\$ _____ Textbooks
\$ _____ Other: _____

5. Equipment Purchases

\$ _____ Answering machine
\$ _____ Calculator
\$ _____ Copy machine
\$ _____ FAX machine
\$ _____ Pager
\$ _____ Telephone
\$ _____ Other: _____

6. Telephone Expenses

\$ _____ Cellular calls
\$ _____ FAX transmissions
\$ _____ Paging service
\$ _____ Pay phone
\$ _____ Toll calls
\$ _____ Other: _____

7. Supplies & Expenses

\$ _____ Advertising
\$ _____ Bank Charges
\$ _____ Bookkeeping
\$ _____ Business Meals (enter 100%)
\$ _____ Business Cards
\$ _____ Clerical Service

8. Business Development

\$ _____ Business Meals and Entertainment
\$ _____ 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.