

BUSINESS INCOME & EXPENSES

EMPLOYEE TRAVEL & BUSINESS EXPENSES

TOTAL MILES DRIVEN _____
TOTAL BUSINESS MILES DRIVEN _____
PARKING FEES & TOLLS _____

AUTOMOBILE EXPENSES (ACTUAL)

GASOLINE, OIL, LUBRICATION _____
REPAIRS _____
TIRES, BATTERIES, ETC. _____
INSURANCE _____
LICENSE & TAX _____
INTEREST (IF SELF-EMPLOYED) _____
OTHER _____
WASH & WAX _____
LEASE PAYMENTS _____
OTHER _____

OTHER TRAVEL EXPENSES

AIR FARE _____
AUTO RENTAL _____
LOCAL TRANSPORTATION _____
LODGING & TIPS _____
MEALS & TIPS _____
OTHER _____

OTHER EXPENSES

OFFICE RENT _____
TELEPHONE _____
STATIONERY _____
SUPPLIES _____
PRINTING _____
DUES / SUBSCRIPTIONS _____
ENTERTAINMENT* _____
GIFTS* _____
OTHER _____
REIMBURSEMENT RECEIVED FROM EMPLOYER FOR ABOVE EXPENSES _____

HOME OFFICE EXPENSE**

SQ. FOOTAGE OF OFFICE _____
TOTAL SQ. FOOTAGE OF HOME _____
UTILITIES _____
INSURANCE _____
MAINTENANCE _____
OTHER _____

*DEDUCTIONS OF THIS NATURE MUST BE DOCUMENTED AS FOLLOWS: Name, Business Relationship, Date and Time, Place and Amount. Gifts are generally limited to \$25.00 per person. You may not deduct these expenses unless they are documented.

**To qualify for the 'Office in Home', that portion of the home must be used EXCLUSIVELY and ON A REGULAR BASIS as (a) Your principal place of business or (b) A place of business that is used by patients, clients, or customers in meeting or dealing with you in the normal course of business. You must also have a profit to deduct office in home.

RENTAL INCOME AND EXPENSES

PROPERTY	ADDRESS
1)	
2)	
3)	

PROPERTY:

	1	2	3
INCOME			
ADVERTISING			
AUTO TRAVEL (MILES)			
CLEANING			
COMMISSIONS/SALARIES			
LANDSCAPING			
INSURANCE			
INTEREST			
LICENSES			
MANAGEMENT FEES			
REPAIRS: CARPENTRY			
HARDWARE			
ELECTRICAL			
PAINT & DÉCOR			
PLUMBING			
ROOFING			
OTHER			
SUPPLIES			
TAXES			
TELEPHONE			
UTILITIES			
OTHER			

FURNITURE, APPLIANCES, DRAPES, MAJOR REPAIRS OR IMPROVMENTS SHOULD BE LISTED IN THE NEXT SECTION.

**BUILDINGS, VEHICLES, EQUIPMENT, ETC.
PURCHASED FOR BUSINESS**

DESCRIPTION	DATE PURCHASED	COST

STOCKS, BONDS & PROPERTY SOLD

DESCRIPTION	DATE ACQUIRED	DATE SOLD	SELLING \$\$	ORIGINAL \$\$