

EMPLOYEE BUSINESS EXPENSES

NAME _____

2011

DWIGHT HETLETVED PC
CERTIFIED PUBLIC ACCOUNTANT
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AUTOMOBILE EXPENSES

Total miles on automobile for year _____

Business miles 1/1-6/30 _____

Miles @ 51¢ _____

Business miles 7/1-12/31 _____

Miles @ 55.5¢ _____

Only if using actual expenses and not mileage rates

Gasoline, oil, lub _____

Repairs-Tires-Sup _____

Insurance _____

Licenses _____

Interest _____

Lease Payments _____

Parking & tolls _____

Fares for airplane, boat, bus, taxi _____

Meals while away from home

(_____ Days @ \$46/Day) _____

(_____ Days @ \$59/Day) _____

(Transportation Industry - Maybe limited)

Lodging while away from home _____

Attach a separate schedule w/ other expenses

SALESPERSONS EXPENSES

Office rent _____

Telephone _____

Supplies _____

Printing _____

Advertising _____

Dues & Subscriptions _____

Promotion & gifts _____

ATTACH A SCHEDULE OF REIMBURSEMENTS FROM YOUR EMPLOYER