

EMPLOYEE BUSINESS EXPENSES

NAME _____

2010

DWIGHT HETLETVED PC
CERTIFIED PUBLIC ACCOUNTANT
620 Main Avenue, PO Box 1106
Washburn, ND 58577-1106
701-462-3376
FAX 701-462-3371

AUTOMOBILE EXPENSES

Total miles on automobile for year _____

Total business miles on auto for year _____ Miles @ 50¢ _____

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 EMPLOYEE