

# EMPLOYEE BUSINESS EXPENSES

NAME \_\_\_\_\_

2009

DWIGHT HETLETVED PC  
CERTIFIED PUBLIC ACCOUNTANT  
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## AUTOMOBILE EXPENSES

Total miles on automobile for year \_\_\_\_\_

Total business miles on auto for year \_\_\_\_\_ Miles @ 55¢ \_\_\_\_\_

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 @ \$39/Day) \_\_\_\_\_  
(Jan 1 through Sept 30)

( \_\_\_\_\_ Days @ \$46/Day) \_\_\_\_\_  
(Oct 1 through Dec 31)

( \_\_\_\_\_ Days @ \$52/Day) \_\_\_\_\_  
Transportation Industry - Maybe limited) (Jan 1 - Sep 30)

( \_\_\_\_\_ Days @ \$59/Day) \_\_\_\_\_  
Transportation Industry - Maybe limited) (Oct 1 - Dec 31)

Lodging while away from home \_\_\_\_\_

Attach a separate schedule w/ other expense \_\_\_\_\_

## SALESPERSONS EXPENSES

Office rent \_\_\_\_\_

Telephone \_\_\_\_\_

Supplies \_\_\_\_\_

Printing \_\_\_\_\_

Advertising \_\_\_\_\_

Dues & Subscriptions \_\_\_\_\_

Promotion & gifts \_\_\_\_\_

ATTACH A SCHEDULE OF REIMBURSEMENTS FROM YOUR EMPLOYER