



SALES REPRESENTATIVES

Professional Dues & Fees	
Association Dues	
License	
Unions Dues	
Other:	

Continuing Education	
Course Registration	
Material & Supplies	
Photocopy Expenses	
Reference Materials	
Seminar Fees	
Textbooks	
Other:	

Auto Travel	
Between Job or Job Locations (miles)	
Client Meetings (miles)	
Continuing Education (miles)	
Job Seeking (miles)	
Parking Fees	
Professional Society Meeting (miles)	
Purchasing Job Supplies & Materials (miles)	
Toll Fees	
Other:	

Out-Of-Town Travel	
Airfare	
Bridge & Highway Tolls	
Car Rental	
Gratuity	
Laundry	
Lodging (not including meals)	
Meals	
Parking	
Telephone Calls (including home)	
Transportation	
Other:	

Telephone	
Cellular	
Fax Machine	
Toll Calls	
Pay Phones	
Other:	

Supplies & Expenses	
Advertising	
Bank Charges	
Bookkeeping	
Business Cards	
Business Meals	
Clerical Service	
Computer Software	
Computer Supplies & Accessories	
Copy Machine Supplies	
Equipment Repairs	
Fax Machine Supplies	
Gifts & Greeting Cards	
Legal & Professional Services	
Marketing	
Office Expenses	
Postage	
Rent	
Shipping	
Stationary	
Other:	

Equipment Purchases	
Answering Machine	
Calculator	
Cellular	
Computer	
Computer Software & Accessories	
Copy Machine	
Fax Machine	
Telephone	
Other:	

Miscellaneous Expenses	
Liability Insurance	
Resume - Job Seeking	
Subscriptions	
Other:	