

The purpose of this form is to help you organize your work expenses. This form is only to serve as a guide. Expenses must be considered as "ordinary and necessary" to provide your services. Please do not include expenses that have been or will be reimbursed.

SELF-EMPLOYED	
GROSS INCOME	
Rent (for business only)	
Bank Fees	
Website	
Labor	
Insurance	
Utilities	

PROFESSIONAL	
Permits & Licenses	
Landline Phone	
Dry Cleaning	
Subscriptions	
Cell Phone (Business use only)	
Internet	
Required Books & Manuals	
Conventions/ Seminars	

OUT OF TOWN TRAVEL- WORK ONLY	
Lodging	
Transportation	
Meals	
Parking & Tolls	
Mileage	

MISC. EXPENSES	
Safety Equipment	
Office Supplies	
Technology	
Marketing	
Meals	
Purchases	
Materials	