

## Business Expenses Worksheet

Occupation

---

INCOME

---

Meals & Travel

---

Miles driven for business purposes

---

(need make, model, # business miles, total miles)\*

---

Union Dues

---

Professional Dues

---

Seminars/ Training

---

Subscriptions

---

Uniforms / cleaning

---

Telephone

---

Cell Phone

---

Pager

---

Insurance

---

Professional/Legal Fees

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

Other

---

\* Auto expenses - either per mile or actual expenses (need additional expense info: gas, repairs, license, etc., cost of car, date purchased or lease payment, interest. Usually per mile is better deduction and easier than maintaining numerous receipts. REMINDER: Commuting miles are NOT deductible. If you work from home, your first trip out and last trip home are considered commuting miles.