

TAX PREPARATION WORKSHEET
FOR: ENTER YOUR NAME UNDER THIS LINE

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OUTSIDE SALESMAN EXPENSES
FORM 2106
2010

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AUTOMOBILE MILEAGE

AUTO MILEAGE - TOTAL _____

AUTO MILEAGE - BUSINESS PORTION _____

AUTOMOBILE ACTUAL EXPENSES

AUTO GAS & WASHES _____

AUTO INSURANCE _____

AUTO LEASE PAYMENTS _____

AUTO REGISTRATION _____

AUTO REPAIRS & TIRES _____

AUTO DEMO FEES (CAR SALESMAN) _____

AUTO PURCHASE - DATE / PRICE _____

COMPANY REIMBURSEMENT _____

MISCELLANEOUS

BUSINESS ENTERTAINMENT MEALS _____

BUSINESS GIFTS & PROMOTIONS _____

CONTINUING EDUCATION _____

OFFICE SUPPLIES & SMALL MACHINES _____

PROFESSIONAL ORGANIZATIONS _____

PUBLICATIONS & BOOKS _____

SOFTWARE & COMPUTER PARTS _____

TELEPHONE & CELL _____

TELEPHONE-INTERNET CONNECTION _____

TOOLS & PROTECTIVE CLOTHING _____

UNIFORMS _____

TRAVEL EXPENSES

AIR FARES _____

LODGING _____

GROUND TRANSPORTATION _____

MEAL EXPENSE _____

TOTAL DAYS AWAY ON TRAVEL _____

COMPAY REIMBURSEMENT _____

HOME OFFICE EXPENSE

HOME - TOTAL SQUARE FOOTAGE _____

HOME - OFFICE AREA SQUARE FOOTAGE _____

HOME OWNER'S NSURANCE _____

ELECTRIC _____

GAS _____

WATER _____

TRASH _____

SEWER _____

CAPITAL PURCHASES

COMPUTER PURCHASE _____

OFFICE EQUIPMENT PURCHASE _____

OTHER EQUIPMENT PURCHASES _____