

Employee Business Expenses

Your Name:	Tax Year
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Your Business Name:

Your Business Address:

Advertising or Marketing	
Office Expenses (Supplies, phones etc)	
Rent or Lease payments Paid (Vehicles)	
Repairs and Maintenance (Not auto unless it is leased)	
Supplies (other than office supplies)	
Licenses	
Travel (Air, taxi, hotels, parking, rental cars, tolls etc.)	
Meals and Entertainment	
Continuing Education Expenses	
Uniforms	
List Other Expenses	

Amount of reimbursement received from your employer for your expenses	
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Business Miles:	Commuting Miles:	Other Miles:
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Bring in all tax documents that you have received.