

SALESPERSON / EMPLOYEE BUSINESS EXPENSES QUESTIONNAIRE (2106 / {29})

OCCUPATION (800) _____ Form # _____ force actual (21) / 1

VEHICLE EXPENSES

Year: _____ Make/Model _____ Date Purchased: _____
(801) (15)

Purchase Price: _____ Sales Tax: _____ Lease: _____
(Sch. A) (23)

Total Miles: _____ Business Miles: _____
(16) (17)

Commuting Miles: _____ Commute R / T: _____
(19) (18)

Parking / Tolls: _____ Gas: _____
(70) (51)

Insurance: _____ License Fees: _____
(54) (56)

Repairs: _____ Interest: _____
(52) (57)

Car Wash: _____ Misc: _____
(52) (22)

MISC. EXPENSES

Local transportation (bus, taxi, etc.) (7) _____

Overnight travel (hotel costs) (9) _____

Office supplies (day planner, pencils, pens, brief case, software, sales aids, car supplies, etc.) (10) _____

Equipment rental (pager, DVD / VCR, Over-head projector, etc.) (10) _____

Telephone (cellular phone, payphone charge, long distance charges on home phones, etc.) (10) _____

Meals and Entertainment Fees (10) _____

Reimbursements from your Employer: _____ for meals & ent. (45) _____

(not on your W-2) _____ for travel expenses (12) _____

EQUIPMENT PURCHASED (GPS, Computer, Blackberry, Cell Phone, etc.)

Description:	Date Purchased:	Purchase Price: (incl. tax)