

Employee Business Expenses

Client: _____

Tax Year: _____

The purpose of this sheet is to help you organize you tax deductible business expenses. In order for an expense to be deductible it must be considered an "ordinary and necessary" expense. Do not include expenses for which you have been reimbursed or expect to be reimbursed.

Telephone	
Long Distance	
Cell Phone	
Answering Service	
Other:	
Other:	
Total	

Professional	
Dues	
Memberships	
Licenses	
Publications	
Seminars	
Continuing Education	
Legal & Professional	
Insurance	
Other:	
Total	

Vehicle & Travel	
Vehicle Description	
Total Miles Driven	
Business Miles Driven	
Airfare	
Taxi, Bus	
Car Rental	
Parking & Tolls	
Lodging	
Other:	
Total	

Supplies	
Business Cards	
Clerical	
Office Supplies	
Postage	
Computer Supplies	
Other:	
Other:	
Total	

Equipment	
Computer	
Software	
Desk	
Chair	
Filing Cabinet	
Other:	
Other:	
Total	

Miscellaneous	
Meals	
Entertainment	
Other:	
Other:	
Other:	
Total	

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