

**Basic Business Expense Worksheet**

**For Tax Year 20\_\_\_\_\_**

Receipts are required for any individual expense over \$75. Any item that is under \$75 must be entered into a logbook, including item, date and cost. Enter amounts as yearly. Do not send receipts to Taxlink, keep them for your records. Please list equipment on Equipment worksheet. Deductions for un-reimbursed business expenses must be ordinary and necessary.

<b>Local Transportation Expenses</b>		<b>Miscellaneous Business Expenses</b>	
Auto Rentals		Telephone	
Parking Fees		Cellular Phone	
Tolls		Bank fees	
Cabs/Limos		Secretarial/Bookkeeping/Answering Svc.	
Drivers Tips		Office Supplies	
Bus & Train		Printing	
<b>Overnight Travel Expenses</b>		Postage/Delivery	
Lodging		Dues & Memberships	
Auto Rentals		Education/Seminars/Conferences	
Airfare		Internet/Website Expenses	
Bus & Train		Language Classes/Tapes	
Cabs/Limos		Client Gifts (Limit: \$25.00 each client)	
Drycleaning/Laundry while traveling		Luggage, Briefcase	
<b>Meal Expense</b>		Organizer/Palm Pilot	
Business Meals		Office Furniture/Desk Accessories	
Travel Meals		Laser Pointer/Presentation Materials.	
<b>Expenses Specific to your Business</b>		Research/Books/Subscriptions	
		Computer Hardware/Software	
		Passport/Photos/Fingerprint Cards	
		Portfolio/Resume Expenses/Advertising	
		Health Insurance	
		Professional Liability Insurance	
		Uniform Expense	

Expense worksheets and tax organizer are provided as an aid to gather information pertinent to preparing your tax return. The expenses listed on these worksheets may or may not be all inclusive of your specific allowed deductions, nor are they necessarily deductible in your field of work. If you are unsure of a specific deduction, please consult with your tax preparer.

I hereby attest that the information provided above is true and correct and is to be used in the preparation of my tax return:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_