

Outside Sales - Example Business Expenses

Name _____

Date _____

Business Expenses

Advertising

Flyers
Purchase of mailing list
Media advertisements
Website hosting/maintenance
Website creation
Domain name fees

Car/truck Expense (business)

car/truck put in service date:

Car #1

Actual Expense

Gas/oil
Maintenance/repairs
Vehicle Washes
Depreciation - purchase cost
Insurance
Lease payments

OR

Mileage (from mileage log)

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Commissions & Fees

Commissions/fees paid out
Referral fees
Scales
Tolls

Depreciation and Section 179 Expense

Office equipment
Phones
Vehicles
Radio

Supplies

Batteries
Notebooks
Stationary
Tools
Flashlights
Tarps, chains, straps

Uniforms/Safety Apparel

Uniform Purchases
Uniform Maintenance (e.g. dry cleaning, repairs)
Boots
Gloves
Hat
Helmet
Jacket
Safety Shoes
Uniform Shirts

Insurance

Business
Medical
Ins - occ/accidental
Ins - phys damage
Ins - bobtail
Ins - truck

Interest

Business credit cards
Business real estate
Vehicle financing

Legal/Professional Services

Lawyer
Notary

Office & Other Expense

Rent
Internet service
Training courses
Conference
Business cards
Courier fees
Cable or broadband service
Storage
Safety Inspections
Log book expense

Taxes & Licenses

License
Road Use Tax
Fuel

Postage

USPS
Fed Ex
UPS

Telephone

Cell Phone(s)
Land/Fax Lines

Meals

(100% deductible)

(Subject to D.O.T. hours/svc limits)

Lodging/Misc..

Out-of-town lodging
Showers

PROFESSIONAL ORGANIZATIONS

Association dues
Medical exams (required)
Union dues
Background checks
