

Worksheet for Sales Reps

TAX YEAR
201

PLEASE TRANSFER ALL YOUR SUBTOTALS TO SHEET #2 OR SHEET #3 IF YOU USE IT

NAME _____

A AUTO TRAVEL

Away from Home Overnight (miles)	
Between Job or Job Locations (miles)	
Continuing Ed/Seminars (miles)	
Field Trips (miles)	
Library (miles)	
Meetings (miles)	
Purchasing Supplies/Materials (miles)	
Professional Society Meetings (miles)	
School Functions (miles)	
Total Business Miles =	<input type="text"/>

TRANSFER TO SHEET 2- SECT. II- LINE 13 OR SHEET 3- LINE 44a ▲

Parking Fees/Tolls	
Auto Loan Interest	
Total	<input type="text"/>

TRANSFER TO BACK SH 2- SECT. I- LINE 2 OR SHT 3- LINE 27-16 ▲

B TRAVEL OUT-OF-TOWN

Airfare / Train / Bus	
Car Rental	
Parking + Tolls	
Taxi + Subway	
Laundry	
Lodging (do not combine with meals)	
Porter/Bell Captain	
Telephone Calls (including home)	

Total Out-of-Town Expenses

TRANSFER TO BACK SH 2- SECT. I- LINE 3 OR SHEET 3- LINE 24 ▲

Meals

TRANSFER TO BACK OF SHEET 2- LINE 5 OR SHEET 3- LINE 24b ▲

C PROFESSIONAL EDUCATION / SEMINARS

Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expenses	
Reference Material	
Seminar Fees	
Text Books	

Total Prof Ed/Seminars

TRANSFER TO SHEET 2- LINE 20-2 OR SHEET 3- LINE 27-22 ▲

D EQUIPMENT / FURNITURE

Answering Machine	
Calculator/Copy + Fax Machine	
Telephone + Pager	
Desk & Chairs	
File Cabinets	

Total Equipment/Furniture

TRANSFER TO SHEET 2- LINE 20-8 OR SHEET 3- LINE 27-24 ▲

H MISC EXPENSES

Advertising	
Bookkeeping	
Business Cards	
Clerical Services	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment	
Equipment Repair	
Fax Supplies	
Gifts	
Greeting Cards	
Legal & Professional Services	
Office Expense	
Photocopy Expenses	
Postage/Shipping	
Rent	
Trade Publications/Map Book	
Other:	

Total Supplies/Tools Expenses

TRANSFER TO SHEET 2- LINE 20-8 OR SHEET 3- LINE 22 ▲

F TELEPHONE EXPENSES

Cellular Calls	
Fax Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other:	

Total Telephone Expense

TRANSFER TO SHEET 2- LINE 20-9 OR SHEET 3- LINE 25 ▲

G PROFESSIONAL DUES / FEES

Association Dues	
License	
Union Dues	
Other:	

Total Dues/Prof Assns Expenses

TRANSFER TO SHEET 2- LINE 20-1 OR SHEET 3- LINE 27-7 ▲

H MISC EXPENSES

Liability Insurance-Business	
Professional Subscriptions	
Subscriptions	
Resumé	
Other:	

Total Misc. Expense

TRANSFER TO SHEET 2- LINE 20-11 OR SHEET 3- LINES 27-25 ▲

Key Expenses for Sales Reps

A AUTO TRAVEL:

Your auto expense is based on the number of qualified business miles you drive. Expenses for travel between *business locations* or daily transportation expenses in going between your residence and *temporary work locations* are deductible; include them as business miles. Your trips between home and work each day or between home and one or more *regular* places of work are COMMUTING and are NOT deductible.

Document business miles in a record book as follows: (1) Give the date and business purpose of each trip; (2) Note the place to which you traveled; (3) Record the number of business miles; (4) Record your car's odometer reading at both the beginning and end of the tax year. Keep receipts for all car operating expenses - gas, oil, repairs, insurance, etc., and of any reimbursement you received for your expenses.

B TRAVEL OUT-OF-TOWN:

Expenses of traveling away from "home" overnight on job-related and continuing-education trips are deductible. Your "home" is generally considered to be the entire city or general area where your principal place of employment is located. Out-of-town expenses include transportation, meals, lodging, tips, and miscellaneous items like laundry, valet, etc.

Document away-from-home expenses by noting the date, destination, and business purpose of your trip. Record business miles if you drove to the out-of-town location.

In addition, keep a detailed record of your expenses - lodging, public transportation, meals, etc. Always list meals and lodging separately in your records. Receipts must be retained for each lodging expense. However, if any other business expense is less than \$75, a receipt is not necessary if you record all of the information in a diary. You must keep track of the full amount of meal and entertainment expenses even though only a portion of the amount may be deductible.

C CONTINUING EDUCATION:

Educational expenses are deductible under either of two conditions: (1) Your employer requires the education in order for you to keep your job or rate of pay; or (2) The education maintains or improves skills as a Sale Representative. Costs of courses that are taken to meet the minimum requirements of a job, or that qualify a person for a new trade or business, are NOT deductible.

D EQUIPMENT PURCHASES:

Record separately from other supplies, the costs of business assets which are expected to last longer than one year and cost more than \$300. Normally, the costs of such assets are recovered differently on your tax return than are other recurring, everyday business expenses like business cards, office supplies, etc.

E SUPPLIES & EXPENSES:

Generally, to be deductible, items must be ordinary and necessary to your business profession and not reimbursable by your employer.

F TELEPHONE EXPENSES:

The basic local telephone service costs of the first telephone line provided in your residence are not deductible. However, toll calls from that line are deductible if the calls are business related. The costs (basic fee and toll calls) of a second line in your home are also deductible, if used exclusively for business.

G PROFESSIONAL FEES & DUES:

Dues paid to professional societies related to your profession are deductible. However, the cost of initial admission fees paid for membership in certain organizations or social clubs are considered capital expenses.

H MISCELLANEOUS EXPENSES:

Expenses of looking for new employment in your present line of work are deductible - you do not have to actually obtain a new job in order to deduct the expenses. Out-of-town job seeking expenses are deductible only if the primary purpose of the trip is job-seeking, not personal activities.