

**OUT OF TOWN TRAVEL EXPENSES**

Baggage & Shipping
Bath/ Shower
Car Rental & Gas
Laundry/Laundry Supplies
Locker Fees
Lodging
Meals (Actual Cost)
Parkig & Tolls
Taxi, Commuter Bus, Shuttles/Tips
Telephone/Fax
Toiletries
Transportation-Airfare, Bus,Train

**OWNER OPERATOR TRUCK EXPENSES**

Interest Paid
Gas, Lube, Oil
Repairs & Maintenance
Tires
Insurance
License/Registration Fee

**DUES & FEES**

License
Permits/Fees/Union Dues
Security Bond
Trade Association Dues
Travel Card Fees

**MISCELLANEOUS EXPENSES**

Business Cards & Stationery
Delivery Expenses-Postage
Insurance-Business
Legal & Professional Services
Office Supplies
Safety Classes
Secretarial Services
Testing-Job Related

**SUPPLIES**

Back Supporter
Batteries
Cellular Phone
Citizens Band Radio
Compass/GPS
Fire Extinguisher
First Aid Kit
Flares/Flashlight
Glasses-Safety & Sun
Gloves
Ice Chest/Thermos
Map/Map Book
Radio
Safety Boots/Shoes
Seat Cushion
Tools
Trade Publications
Uniforms & Maintenance
Weather Receiver

FYI: IRS requires business owners to keep records of income and expenses and to have supporting information for every line on the return. You must keep your records as long as they may be needed to prove the income or deductions on a tax return. You can choose any recordkeeping system that suites your business. Please don't hesitate to contact us to review your recordkeeping system.