



Sample List of Business Expense Items

- Advertising
- Auto Expenses
 - ❖ Gas
 - ❖ Repairs
 - ❖ DMV Fees
 - ❖ Insurance
 - ❖ Lease Fees
 - ❖ Car Washes
- Bank Charges
- Business Gifts
- Cable TV/Internet Service Provider Charges
- Commissions
- Continuing Education/Classes
- Dues & Subscriptions (magazines/websites)
- Insurance
 - ❖ Property
 - ❖ Liability
- Meals & Entertainment
- Office Supplies
- Personal Grooming
- Printing/Copy
- Postage
- Parking
- Research
 - ❖ Books
 - ❖ Movies & Theater Tickets
 - ❖ DVD Rental
- Storage
- Telephone Services
 - ❖ Cell Phone
 - ❖ Office/Fax Landline
- Travel
 - ❖ Airfare/Train
 - ❖ Taxi/Subway
 - ❖ Lodging

Home Office Expense Items

- Rent
- Utilities
- Insurance
- Cleaning/Janitorial Services
- Repairs/Maintenance