

OUTSIDE SALESMAN EXPENSES  
FORM 2106  
2017

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AUTOMOBILE MILEAGE

AUTO MILEAGE - TOTAL \_\_\_\_\_

AUTO MILEAGE - BUSINESS PORTION \_\_\_\_\_

AUTOMOBILE ACTUAL EXPENSES

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AUTO GAS & WASHES \_\_\_\_\_

AUTO INSURANCE \_\_\_\_\_

AUTO LEASE PAYMENTS \_\_\_\_\_

AUTO REGISTRATION \_\_\_\_\_

AUTO REPAIRS & TIRES \_\_\_\_\_

AUTO DEMO FEES (CAR SALESMAN) \_\_\_\_\_

AUTO PURCHASE - DATE / PRICE \_\_\_\_\_

COMPANY REIMBURSEMENT \_\_\_\_\_

MISCELLANEOUS BUSINESS EXPENSES

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BUSINESS ENTERTAINMENT MEALS \_\_\_\_\_

BUSINESS GIFTS & PROMOTIONS \_\_\_\_\_

CONTINUING EDUCATION \_\_\_\_\_

OFFICE SUPPLIES & SMALL MACHINES \_\_\_\_\_

PROFESSIONAL ORGANIZATIONS & NETWORK GROUPS \_\_\_\_\_

PUBLICATIONS & BOOKS \_\_\_\_\_

SOFTWARE & COMPUTER PARTS \_\_\_\_\_

TELEPHONE, CELL & INTERNET CONNECTION \_\_\_\_\_

TELEPHONE-INTERNET LINE @ HOME \_\_\_\_\_

TOOLS & PROTECTIVE CLOTHING \_\_\_\_\_

UNIFORMS \_\_\_\_\_

TRAVEL EXPENSES

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AIR FARES \_\_\_\_\_

LODGING \_\_\_\_\_

GROUND TRANSPORTATION \_\_\_\_\_

INCIDENTALS \_\_\_\_\_

MEAL EXPENSE \_\_\_\_\_

TOTAL DAYS AWAY ON OVERNIGHT \_\_\_\_\_

COMPANY REIMBURSEMENT \_\_\_\_\_

