



EMPLOYMENT EXPENSE CHECKLIST

Name: _____ Tax Year: _____

EMPLOYEES EARNING A SALARY & COMMISSION		TOTAL COSTS
Travel (Hotels, Tolls, Ferries, Flights, Etc.)		
Parking		
Supplies (Postage, Stationary, Office Supplies)		
Telephone	Business Use % _____	
Internet	Business Use % _____	
Assistant		
Office Rent		
ADDITIONAL ITEMS FOR COMMISSION ONLY		TOTAL COSTS
Accounting & Legal Fees		
Meals & Entertainment		
Advertising & Promotion		
Licences		
Equipment Leasing (Computers)		
Professional Development & Training		

