

## KEY EXPENSES FOR SALES REPRESENTATIVES

### 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 \$25, 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 Sales 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 \$100. 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 pursuing personal activities.

# TAX DEDUCTIONS FOR SALES REPRESENTATIVES

## AUTO TRAVEL

|                                     |  |
|-------------------------------------|--|
| Between Jobs or Job Locations       |  |
| Client Meetings                     |  |
| Continuing Education                |  |
| Job Seeking                         |  |
| Out of Town Business Trips          |  |
| Purchasing job supplies & Materials |  |
| Professional Society Meetings       |  |
| Parking Fees                        |  |
| Tolls                               |  |
| Other:                              |  |

## TRAVEL – OUT OF TOWN

|  |  |
|--|--|
| Airfare                                    |  |
| Bridge & Highway Tolls                     |  |
| Bus & Subway                               |  |
| Car Rental                                 |  |
| Laundry                                    |  |
| Lodging <i>(do not combine with meals)</i> |  |
| Meals <i>(do not combine with lodging)</i> |  |
| Parking                                    |  |
| Porter, Bell Caption                       |  |
| Taxi                                       |  |
| Telephone Calls <i>(including home)</i>    |  |
| Train                                      |  |
| Other:                                     |  |

## CONTINUING EDUCATION

|                            |  |
|----------------------------|--|
| Correspondence Course Fees |  |
| Materials & Supplies       |  |
| Course Registration        |  |
| Seminar Fees               |  |
| Reference Material         |  |
| Text Books                 |  |
| Photo copy                 |  |
| Other:                     |  |

## EQUIPMENT PURCHASES

|             |  |
|-------------|--|
| .           |  |
| Calculator  |  |
| FAX Machine |  |
| Pager       |  |
| Telephone   |  |
| Other:      |  |

## SUPPLIES & EXPENSES

|   |  |
|---|--|
| Advertising                                   |  |
| Bank Charges                                  |  |
| Bookkeeping                                   |  |
| Business Meals <i>(Enter 100% of expense)</i> |  |
| Business Cards                                |  |
| Clerical Service                              |  |
| Computer Software                             |  |
| Computer Supplies                             |  |
| Customer Lists                                |  |
| Entertainment <i>(Enter 100% of expense)</i>  |  |
| Equipment Repair                              |  |
| FAX Supplies                                  |  |
| Gifts   |  |
| Greeting Cards                                |  |
| Legal & Professional Services                 |  |
| Office Expense                                |  |
| Photocopy Expense                             |  |
| Postage                                       |  |
| Rent  |  |
| Shipping                                      |  |
| Trade Publications & Map Book                 |  |
| Other:  |  |

## TELEPHONE EXPENSES

|                   |  |
|-------------------|--|
| Cellular Calls    |  |
| FAX Transmissions |  |
| Paging Service    |  |
| Pay Phone         |  |
| Toll Calls        |  |
| Other:            |  |

## PROFESSIONAL FEES & DUES

|                  |  |
|------------------|--|
| Association Dues |  |
| License          |  |
| Union Dues       |  |
| Other:           |  |

## MISCELLANEOUS EXPENSES

|                                |  |
|--------------------------------|--|
| Resume                         |  |
| Liability insurance – Business |  |
| Subscriptions                  |  |
| Professional Subscriptions     |  |
| Other:                         |  |