



THE TAX SHACK, INC

EMPLOYEE EXPENSE CHECKLIST

TAXPAYER	AMOUNT	SPOUSE	AMOUNT
UNION DUES		UNION DUES	
SAFETY GEAR		SAFETY GEAR	
UNIFORMS/SPECIAL CLOTHING		UNIFORMS/SPECIAL CLOTHING	
UNIFORM UPKEEP		UNIFORM UPKEEP	
TOOLS		TOOLS	
SUPPLIES		SUPPLIES	
TRAVEL:		TRAVEL:	
AIRFARE		AIRFARE	
HOTEL		HOTEL	
RENTAL CAR		RENTAL CAR	
MEALS		MEALS	
LICENSES		LICENSES	
SUBSCRIPTIONS/PUBLICATIONS		SUBSCRIPTIONS/PUBLICATIONS	
EDUCATION:		EDUCATION:	
SEMINARS		SEMINARS	
TUITION		TUITION	
BOOKS/FEEES		BOOKS/FEEES	
COMMISSIONS & FEES PAID		COMMISSIONS & FEES PAID	
GIFTS TO CLIENTS		GIFTS TO CLIENTS	
TELEPHONE:		TELEPHONE:	
LONG DISTANCE		LONG DISTANCE	
CELLULAR		CELLULAR	
INTERNET SERVICE		INTERNET SERVICE	

EQUIPMENT PURCHASED	DATE	COST	YEAR/MAKE OF BUSINESS USE VEHICLE	
			PURCHASE/IN-SERVICE DATE	
			TOTAL YEARLY MILEAGE	
			BUSINESS MILEAGE	
			COMMUTING MILEAGE	