

Expense Worksheet		Tax Year	Page
Name		SS #	
Address			
City		State	Zip
Home Phone		Cell Phone	
Email			
CATEGORY			AMOUNT
Work Tools, Equipment & Supplies			
Hand tools			
Work clothing			
Camera related equipment			
Lighting related equipment			
Grip related equipment			
Expendables			
Miscellaneous			
Other			
Office Expense			
Pens, Pencils, Paper, Pads, Post-it Notes, General Office Supplies & Stationery			
Printer ink, Toner, Copy Paper			
Data CDs, Flash Drives, Hard Drives, CD Storage			
Stamps, Labels, Envelopes			
Shipping Supplies, Tape, Storage Boxes,			
Postage & Shipping			
Stamps			
Shipping			
Other Office Expense			
Store Memberships			
Backup Data Service			
Computer Expense			
Hardware			
Software			
Tax Software			
Miscellaneous Computer Supplies			
Communication Expense			
Cell Phone			
Separate Business Phone Line			
Separate Business Fax Line			
Internet Service			
Web Site Domain			

Expense Worksheet		Tax Year	Page
Name		SS #	
CATEGORY			AMOUNT
Advertising			
Business Cards			
Web Site Hosting			
Professional Videos, CDs and DVDs			
Local Film Guide Fees			
Print Advertising			
Miscellaneous Expenses			
Union Dues			
Accounting Fees			
Legal Fees			
Memberships in Professional Organizations			
Education & Training Fees			
Trade Publication Subscriptions			
Business Credit Card Finance Charges			
Licenses			
Job Search Fees			
Movie Tickets			
Video Rentals			
Video Purchases			
Business Travel			
Air, train or bus fare			
Hotel & motel expenses			
Rental vehicle			
Taxi & other transportation costs			
Gas, oil & other auto expense while traveling			
Computer rental while traveling			
Internet access while traveling			
Phone calls while traveling			
Tips other than for meals			
Dry cleaning			
Costs of shipping baggage, supplies & equipment necessary for business			
Costs of storing baggage, supplies & equipment during business travel			
Meals & Entertainment – 50% deductible			
Meals while traveling for business			
Admission & registration for trade shows, conventions, conferences			
Tickets, food, drinks for entertaining business associates			
Hosting a business dinner at your home			
Hosting a business dinner at a restaurant or private club			
Meals for potential customers			

Expense Worksheet		Tax Year		Page
Name		SS #		
CATEGORY				AMOUNT
Vehicle Information				
Vehicle Make, Model & Year				
Odometer Reading	Start of Year	End of Year		
Total Business Mileage				
Vehicle Expenses				
Gasoline				
Oil				
Tires				
Repairs and Maintenance				
Vehicle Insurance				
License/Registration Fees				
State Smog Inspection Fees				
State Inspection Fees				
Garage Rent				
Other Vehicle Expenses				
Towing Charges				
Auto Club Dues				
Washing, waxing, detailing				
Accessories (Steering wheel covers, seat covers, cup holders, etc.)				
Small parts (Bulbs, wipers, etc.)				
Car & truck repair tools				
Tools for fixing flat tires				
Vehicle Lease Payments				
Vehicle Interest if Financed				
Vehicle Property Taxes				
Business Parking Fees				
Business Tolls				
Business Local Transportation				
Home Office Expenses – Direct				
Maintenance & Repairs (painting, etc)				
Furnishings				
Phone & Internet (If on separate lines)				
Home Office Expenses – Indirect (Percentage of home devoted to business)				
Home mortgage or Rent				
Mortgage Interest				
Homeowner's/Renters Insurance				
Home Utilities				
Home maintenance and repairs				
Depreciation				