

OUT SIDE SALE
COMMUNITY INCOME TAX SERVICE

Auto Travel (Mileage)

Supplies & Expenses

Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping	
Job Search		Business Meals (Enter 100% of expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job Supplies & Materials		Clerical Services & Software	
Professional Society Meetings		Computer Service & Supplies	
Parking Fees & Tolls (\$)		Entertainment (50% deductible)	
Other: _____		Data Base and Sales lead Lists	
Travel - Out Of Town		Equipment Repair	
Airfare		FAX Supplies	
Car Rental		On-Line Service Charges	
Parking & Tolls		Gifts & Greeting Cards	
Taxi		Legal & Professional Services	
Train		Office Expenses	
Bus & Subway		Photocopy Expense	
Lodging (do not include meals)		Postage	
Meals (do not combine with lodging)		Rent	
Porter, Bell Captain		Shipping	
Laundry		Trade Publication & Map Book	
Telephone		Other: _____	
Other: _____		Telephone Expenses	
Educational Costs		Cellular Phone Charges	
Correspondence Course Fees		Fax Transmissions	
Course Registration		Paging Service	
Materials & Supplies		Pay Phone	
Photocopy Expense		Toll Calls	
Reference Material		Other: _____	
Textbooks & Seminar Costs		Professional Fees & Dues	
Motivational Tapes		Association Dues	
Other: _____		License	
Equipment Purchases		Union Dues	
Answering Machine		Other: _____	
Calculator		Miscellaneous Expenses	
FAX Machine		Liability Insurance - Business	
Pager & Telephone		Books & Magazine Subscriptions	
Computers & Printer		Professional Subscriptions	
Other: _____		Resume`	

Attestation and Signature: ការស្វែងចុះហត្ថលេខា

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other information necessary for the preparation of this year's income tax returns for which I have adequate records.

Your signature: _____

Spouse's signature: _____