| Item | Description | * *Examples* |
| --- | --- | --- |
| Advertising & Promotion | Expenses related to marketing and advertising efforts to promote the business or its products/services. | * Supplies for Fundraising * Raffle Tickets |
| Airfare | Cost of airline tickets for business travel. | * Plane tickets * Bag Fee |
| Annual Inspection | Fees associated with annual inspections or audits, such as building or equipment inspections. | * Fire Extinguisher Inspection * Backflow Inspection |
| Auto Maintenance | Expenses for routine vehicle maintenance, like oil changes and tire rotations. | * Oil Change * Tire Change * Wipers * Fluid Top Off |
| Auto Repairs | Costs for repairing vehicles due to damages or malfunctions. | * Engine Repairs * AC Repair * Electrical Repairs * Body Repairs |
| Building Repairs | Expenses incurred to fix and maintain the physical structure of a building. **(Hired 3rd Party Company to do the repair.)** | * Roof Repair * HVAC Repair |
| Car Rental | Cost of renting vehicles for business purposes. | * Rental Car |
| Car Wash | Expenses for cleaning and maintaining company-owned vehicles. **(Test Washes as well.)** | * Competitor Wash * Test Wash |
| Charity Day | Costs associated with company-sponsored charity events or donation drives. | * Supplies for Charity Day |
| Cleaning Services | Expenses for hiring professional cleaning services. | * Professional cleaning services |
| Computer | Cost of purchasing or upgrading computer hardware or software. | * Mouse & Keyboard * Monitor * USB Adapters |
| Drug Testing | Fees for conducting drug tests on employees | * New Hire * Random Tests |
| Dues & Subscriptions | Membership fees and subscriptions to professional organizations or services. | * Amazon * Walmart * Sam’s Club * Scheduling App |
| Electric Repairs | Costs for repairing electrical systems or equipment. **(Hired 3rd Party Company to do the repair.)** | * Professional Electric company repairs |
| Employee Incentive - Entertainment | Expenses for entertaining employees as part of an incentive program. | * Team Building Exercises * Bowling with Team |
| Employee Incentive - Meals | Costs for providing meals to employees as part of an incentive program. | * Meals for staff |
| Employee Incentives – Other\*[[1]](#footnote-2) | Other expenses related to employee incentive programs. | * Giving gift cards as recognition for exceptional work. * Providing incentives for participating in wellness programs. |
| Entertainment | Costs for client entertainment or business-related social events | * Hosting a business dinner with potential clients. |
| Equipment | Purchases or leases of equipment for business operations. (Large Equipment only) | * Lawn Mowers * Pressure Washers * Washing Machine * Not Parts for Equipment |
| Equipment - Non-SL | Equipment expenses not subject to Profit Share. | * ***Non-SL items must have an Approval Form filled out and signed by both card holder and manager.*** |
| Equipment Repairs | Costs of repairing and maintaining business equipment. **(Hired 3rd Party Company to do the repair.)** | * Appliance Repair Professionals |
| Fuel[[2]](#footnote-3) | Expenses for purchasing fuel for company-owned vehicles or site equipment. | * Gas for Pressure Washer, Lawnmower, blower, etc. * Gas for Company vehicle |
| Irrigation Test | Costs for testing and maintaining irrigation systems. | * Conducting regular irrigation system testing and adjustments. * Ensuring proper irrigation for landscaping areas. |
| Landscaping | Expenses for maintaining and beautifying the company's outdoor spaces. | * Mulch * Rock * Flowers * Pine straw * Lawn Service * Fuel for blowers, landscaping |
| Laundry & Linens | Costs for laundry and linen services, especially for hospitality businesses. | * Dry Cleaning Services |
| Locksmith | Expenses for locksmith services related to business premises. | * Lock Repairs * Keys made |
| Lodging | Cost of accommodations during business travel. | * Hotel Rooms * AirBnb |
| Marketing Services | Fees for outsourced marketing and advertising services. **(Hired 3rd Party Company to do the repair.)** | * Professional Marketing Services |
| Miscellaneous Expense - Non-SL | Non-specific expenses not subject to Profit Share.  \*\*\*Personal Expenses go here\*\*\*\* | * ***Non-SL items must have an Approval Form filled out and signed by both card holder and manager.*** |
| Office Furniture | Purchases or repairs of furniture for office spaces. | * Refrigerators * Shelves for Office * File Cabinet |
| Office Supplies | Costs for purchasing office supplies like stationery, pens, and paper. | * Paper * Ink * Pens * Tape * Bathroom Supplies * Bathroom Cleaning Supplies * Gift cards for Site Supplies * Toilet Paper |
| Parking | Expenses for parking facilities during business travel or for company vehicles. | * Airport Parking |
| Parts | Costs for purchasing replacement parts for equipment or site repairs. | * Parts for repairs done by employee. * Fuses |
| Permits | Fees for obtaining necessary licenses and permits for business operations. | * Business Licenses * Permits |
| Pest Control/Extermination | Expenses for pest control services. | * Professional Pest Control * Rat Traps * Bug Killer |
| Pit Pumping | Costs for pumping pits or septic tanks. | * Professional Pit Pumping Services * Waders |
| Plumbing Expense | Expenses for plumbing repairs and maintenance. | * Professional Plumbing Services * Parts for Plumbing Repairs |
| Postage | Cost of mailing services and postage fees. | * Stamps * Shipping Fees |
| Professional Fees | Fees for hiring external professional services, such as legal or accounting. | * Accounting Firms * Legal Consultation |
| Professional Fees - Non-SL | Professional fees that are not subject to profit share. | * ***Non-SL items must have an Approval Form filled out and signed by both card holder and manager.*** |
| Professional Memberships | Membership fees for professional organizations. | * Paying membership fees for a professional association. * Joining a specific industry-related membership organization. |
| Recruitment | Expenses related to hiring new employees, such as job listings or recruitment agencies. | * Indeed Ads * LinkedIn Ads |
| Rental Equipment | Costs for renting equipment for short-term use. | * Renting equipment * Leasing construction machinery for a specific project. |
| Repairs | General expenses for repairing assorted items. **(Hired 3rd Party Company to do the repair.)** | * General Repairs done by professional services. |
| Safety Supplies[[3]](#footnote-4) | Expenses for purchasing safety equipment and supplies for employees and the site. | * Stocking first aid kits for the office. * Fire Extinguishers * Nitrile Gloves |
| Security | Costs for security services and equipment. | * Locks * Cameras |
| Signage | Expenses for creating and installing business signs. | * Signs |
| Snacks | Cost of providing snacks or refreshments for employees. | * Food that is stocked at the site for the employees. * Water * Gatorade |
| Snow removal | Expenses for removing snow from business premises. | * Snow Clearing Services |
| Small Tools | Tools for repairs and maintenance of the site. | * Tool sets * Sprayers * Fans * Extension Cord |
| Supplies - Non-SL | Supply expenses not subject to Profit Share. | * ***Non-SL items must have an Approval Form filled out and signed by both card holder and manager.*** |
| Taxi and Ground Travel | Costs for taxi fares and ground transportation during business travel. | * Uber for business travel * Lyft for business travel * Taxi for business travel |
| Telephone & Internet | Expenses for phone and internet services. | * Paying for office landline phone service. * Covering internet connection costs for the company. |
| Tolls | Costs for road or bridge tolls during business travel. | * Paying toll fees during business travel on toll roads or bridges. |
| Training[[4]](#footnote-5) | Costs for employee training and development programs. | * Sending employees to attend a training workshop or seminar. * Providing training opportunities for skill development |
| Travel Meals[[5]](#footnote-6) | Expenses for meals during business travel. | * Covering meal expenses during a business trip or conference attendance. |
| Vehicle Damage Claims[[6]](#footnote-7) | Costs for addressing vehicle damage or insurance claims. | * Handling repair costs for a customer vehicle. * Processing an insurance claim for vehicle damage. |
| Wash Maintenance | Expenses relating to maintaining the wash site. | * Dawn * Salt * Vinegar * Buckets * Cleaning Supplies for wash (not bathroom) * Trash Cans * Towel Carts * Laundry Detergent |
| Wash Repairs | Costs for repairing car wash equipment. **(Hired 3rd Party Company to do the repair.)** | * Wash Repairs done by 3rd party professionals. |
| Wash Repairs - Non-SL | Car wash repair expenses not subject to Profit Share. | * ***Non-SL items must have an Approval Form filled out and signed by both card holder and manager.*** |
| Wash Supplies[[7]](#footnote-8) | Expenses for purchasing supplies for car wash operations.  \*\*Only items used to physically wash cars\*\* | * Car Soap * Brushes * Bug & Tar Spray * Towels * Bug Sponges * Spray Bottles |
| Water & Sewer Repairs | Expenses for repairing water and sewer systems. **(Hired 3rd Party Company to do the repair.)** | * Professional water and sewer repairs done by 3rd party. |

ULINE, Motor City Wash Works, Arcadian Services and Landscaping invoices should be sent to Accounts Payable Department at [invoices@twavelead.com](mailto:invoices@twavelead.com)

1. If merchant requires payment up front, then pay with credit card.

1. Do not purchase Gift Cards for Employees, send incentives to payroll. [↑](#footnote-ref-2)
2. Please provide receipt of gas purchases instead of picture of the pump. [↑](#footnote-ref-3)
3. Anything that the Safety Department mentions to buy to stay compliant. [↑](#footnote-ref-4)
4. Training Material such as making copies of instructions if no printer on site. [↑](#footnote-ref-5)
5. If purchased on Credit Card, Per Diem cannot be redeemed also. [↑](#footnote-ref-6)
6. Try to send all customer damage claims to AP department. [↑](#footnote-ref-7)
7. Car Wash supplies only. [↑](#footnote-ref-8)