

## Outside Sales Deductions List

(Some of these items may already be listed on the original List of Deductions, please do not duplicate)

All items listed are only suggestions and may or may not apply to you and your job!

### Un-Reimbursed Employee Expenses:

- Professional Subscriptions \_\_\_\_\_
- Professional Upkeep \_\_\_\_\_  
*(The requirement for a professional appearance must be specified by an Employee Manual and can include: Hair maintenance, make-up, nails, etc.)*
- Cell Phone Purchase \_\_\_\_\_  
*(These are to only be included if the cell phone is being used for business purposes)*
- Monthly Data Plans (above standard service billing) \_\_\_\_\_ x 12= \_\_\_\_\_  
*(These are to only be included if the cell phone is being used for business purposes)*
- GPS System & Service \_\_\_\_\_

### Professional Attire:

- *(This only applies to those who are required to maintain a professional appearance. This must also be specified in an Employee Manual)*
- Suits \_\_\_\_\_
- Ties \_\_\_\_\_
- Dress Pants \_\_\_\_\_
- Dress Shoes \_\_\_\_\_
- Dress Shirts \_\_\_\_\_
- Dry Cleaning \_\_\_\_\_
- Other \_\_\_\_\_
- *(This only applies to those who are required to maintain a professional appearance. This must also be specified in an Employee Manual)*

### Vehicle:

- Ending Mileage \_\_\_\_\_  
( as of December 31<sup>st</sup> of the taxable year)
- Beginning Mileage \_\_\_\_\_  
( as of January 1<sup>st</sup> of the taxable year)
- How many were for business use ONLY \_\_\_\_\_  
(This is not to include to and from work)  
*(The IRS requires that all tax payers must maintain a mileage log and a maintenance log for proof of mileage.)*  
*\*Please ask for assistance on how to properly track mileage\**
- Reimbursed fuel allowance ( \_\_\_\_\_ )
- Parking Fees \_\_\_\_\_
- Toll Fees \_\_\_\_\_

### Other Miscellaneous Expense:

- Job Required Education \_\_\_\_\_
- Professional Gifts \_\_\_\_\_  
*(These can include gifts for employers, employees, co-workers, customers, etc.)*

### Meals & Entertainment:

*(The IRS*

*requires that the taxpayer lists 5 items on all receipts: Who you were with, Why, Where, When, & How much)*

- Meals \_\_\_\_\_  
*(This can includes meals with co-workers, clients and potential clients as long as business is discussed)*
- Entertainment \_\_\_\_\_  
*(This can include drinks with co-workers, clients and potential clients as long as business is discussed)*

### Travel Expense:

- Lodging \_\_\_\_\_
- Airplane \_\_\_\_\_
- Car Rental \_\_\_\_\_
- Valet Tips \_\_\_\_\_
- Cab Fare \_\_\_\_\_

*(All travel expense should be documented with proof of business)*

### Office Expense:

- Note Pads \_\_\_\_\_
- Pens/Pencils \_\_\_\_\_
- Paper \_\_\_\_\_
- Internet Service \_\_\_\_\_
- Computer Ink \_\_\_\_\_
- Software \_\_\_\_\_
- Car Cleaning \_\_\_\_\_