

Shareholder Employee Business Expense Worksheet

Client Name _____ Report Date _____ Expense Period _____
 Business Name _____ through _____

Personal Vehicle Mileage						
date	departure & appraisal point		business purpose	# of miles	rate	amount
	from	to				
subtotal from extra attached						
SUBTOTAL						\$ -

Business Meals & Entertainment					
Date	Location/Place	Business purpose ("directly related" or "associated with")	Please provide the full names for business meals/meetings attendees along with the meeting agenda (or topic of discussion).	Unsegrated expenses (receipts for >=\$75)	SEGREGATED EXPENSES (Alcohol)
subtotal from extra attached					
Subtotal					\$ -

Overnight Travel (Attach worksheet)		Professional fee & dues	
Airfare/train/bus/subway/Taxi		Professional association due	
Car rental		Professional license fees	
lodging (do not combine with meals)		subscription	
Meals (do not combine with lodging)		Continuing education expense	
parking & toll		tuition & lab fees	
Telephone		books & supplies	
Other		transportation	
Cellphone		travel	
<input type="checkbox"/> cellphone for substantial "non-compensatory" business purposes		other	
<input type="checkbox"/> cellphone calls made substantially for business purposes		Supplies & Expenses	
expenses the employee actually paid w/ stmt		business gifts	
Equipment purchase		office expenses	
Description	Date purchased	cost	
1			postage
2			stationary
3			software
4			

Other out of pocket business expenses (receipts for all expense over \$25)				
Date	description	category	business purpose	cost
SUBTOTAL				\$ -

Home Office Expense					
<input type="checkbox"/>	regularly & exclusively used for business or trade		6	mortgage interest	
<input type="checkbox"/>	required as a condition of employment		7	property taxes	
<input type="checkbox"/>	necessary for the property functions of the business		8	C & T loss	
<input type="checkbox"/>	necessary to allow the employee to properly perform his/her duties.		9	HOA	
1	Period used for business: From: _____ To: _____		10	insurance	
2	Total area of the house (square feet)		11	general repair/maintenance	
3	Area used regularly and exclusively for business		12	utility (electricity/secuirty/gas/water)	
4	% of home used for business		13	others	
5	Rent paid (if apply)		14	depreciation	
REIMBURSEMENT		TOTAL	NET REIMBURSEMENT		
		LESS:ADVANCE			

Signature _____

Date _____