

Your name - _____

Your business name - _____

Income	Total Amount	Business %	
Rebates & Bonuses			
Expenses			
Opens			(a) On a trip by trip basis, you can take either your actual expenses, for which you must save receipts, or, you can take the per diem rate, if you are out of town overnight.
Monthly Seminars			
Major Leadership Seminars			
Men's/ Ladies Ledership Seminars			Different cities have different rates. Please go online to to www.irs.gov to check the rates for each city.
Quixtar Website			
Team Website			
Weekly System (deduct seminar tickets)			
Tools (to hand out to prospects)			
Professional Fees (tax preparation)			(b) For a business only checking account.
Office Supplies			
Hotels (do not include meals)			c) Enter the total and in the "business %" column, enter the percentage of business use.
Travel (Air/Bus/Rental Vehicles)			
Meals (see note a)			
Bank Charges (see note b)			
Cell Phone (see note c)			(d) Total of products and other samples that you give away to promote the business.
2nd Phone at home for business and/or fax			
Voicecom			
Books for Personal Development			(e) Provide detailed description, purchase date and amount for each asset.
Promotional Items (see note d)			
Internet Service (see note c)			
Parking & Tolls			(f) Must be a separate structure from your home.
Postage for out going mail			
Computer, monitor, printer (itemize below) (see notes c & e)			Date Purchased

I certify that the information presented is true and accurate.

Signature and date