

Small Business Expense

Sole proprietor							
Small business expenses							
Legal and professional							
Car mileage							
Tax preparation							
Business miles							
<i>Office expenses:</i>							
Salary	Office supplies	Electricity bills	Internet bills	Rent	Software	Phone	Others
Taxes and licenses: Vendor's license:							
Sales tax:							
Travel, meals and entertainment: Travel (hotels etc):							
Meals:							
Miscellaneous: Bank charges: _____				Professional societies: _____			
Advertising:							
Books, magazines:							
Gas							
Subway, bus or train							
Medical Health insurance							
Regular prescriptions							
Out-of-pocket expenses							
Fitness programs							
Entertainment Movies and video rentals							
Cable television							
Sports							
Theater and concerts							
Savings Retirement contributions							
Savings contributions							
Reserve fund contribution							
Debt payments Credit card payments							
Other debt payments							
Sub-total expenses							
Total monthly expenses						sampleforms.org	