Common Business Expenses Template

Category	Expense Description	Amount ($)
Gross Income	Total income	
Professional	License/Credentials	
	Professional/Association Dues	
	Union Dues	
Continuing Edu.	Course Fees	
	Lab Fees	
	Materials & Supplies	
	Research Expenses	
	Seminar Fees	
Communication	Cellular and Data Services	
	Land Line	
	On Line Communications	
Auto Miles	Client Meetings	
	Out of Town Business Trips	
	Parking Fees and Tolls	
Supplies	Laptop/Tablet	
	Business Meals	
	Computer Supplies	
	Office Expenses	
	Postage	
Equipment	Smart Phones	
	Computers	
	Office Printers	
Travel	Airfare	
	Car Rental	
	Lodging	
	Meals	
Miscellaneous	Liability Insurance	
	Subscriptions	
Marketing	Online Ads	
	Print Ads	
	Social Media Campaigns	
	Business Cards	
	Promotional Materials	
	Other	
Legal	Attorney Fees	
	Other	
Other Expenses	Miscellaneous	
	Miscellaneous	
	Miscellaneous	

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