

ACCOUNTABLE PLAN WORKSHEET

Ordinary and necessary business-related expenses as described in Company Policy and Procedures and as set forth by the Internal Revenue Service (Reg. 1.62-2).

Employee _____

Period Beginning _____ Period Ending _____

Date	Business Entertainment	Supplies	Travel – Air, Hotel, Transport.	Travel Meals	Other	Business Miles Begin. Odometer _____	Home Office Utilities, Repairs, Rent, Insurance	Business Purpose / Explanation
Total From Side 2:								
						Total Miles	Total House Exp.	
						_____ X _____ per mi.	_____ X (Bus. Sq. Ft. / Total Sq. Ft.)	
TOTAL EXPENSES								TOTAL BUSINESS EXPENSES _____

Ending Odometer

Employee's Signature _____

Date Submitted _____ Date Reimbursed _____

