

## Long Haul / Overnight Driver Expense Worksheet

<b>Out of Town Travel Expenses</b>		<b>Miscellaneous Expenses</b>	
Baggage & Shipping		Business Cards & Stationary	
Bath/Shower		Delivery Expenses-Postage	
Car Rental & Gas		Insurance-Business	
Laundry/Laundry Supplies		Legal & Professional Services	
Locker Fees		Office Supplies	
Lodging		Safety Classes	
Meals (Actual Cost)		Secretarial Services	
Parking & Tolls		Testing-Job Related	
Taxi, Commuter Bus, Shuttles		Other	
Telephone/Fax		<b>Supplies</b>	
Tips		Back Supporter	
Toiletries		Batteries	
Transportation-Air Fare, Bus, Train		Cellular Phone	
Other		Citizens Band Radio	
<b>Owner Operator Truck Expenses</b>		Compass/GPS	
Description of Truck		Fire Extinguisher	
Date Placed in Service		First Aid Kit	
Odometer-Beginning of Year		Flares	
Odometer-End of Year		Flashlight	
Interest Paid		Glasses-Safety & Sun	
Gas, Lube, Oil		Gloves	
Repairs & Maintenance		Ice Chest/Thermos	
Tires		Map/Map Book	
Insurance		Radio	
License/Registration Fee		Safety Boots/Shoes	
Owner Operator Truck Expenses		Seat Cushion	
<b>Dues &amp; Fees</b>		Tools	
License		Trade Publications	
Permits/Fees		Uniforms & Maintenance	
Security Bond		Weather Receiver	
Trade Association Dues		Other	
Travel Card Fees		Other	
Union Dues		Other	
Other		Other	