

# 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 _____ X _____ per mi.	Total House Exp. _____ X (Bus. Sq. Ft. / Total Sq. Ft.)	
TOTAL EXPENSES								TOTAL BUSINESS EXPENSES _____

Ending Odometer \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Reimbursed \_\_\_\_\_

## ACCOUNTABLE PLAN WORKSHEET (continued)

Date	Business Entertainment	Supplies	Travel -- Air, Hotel, Transport.	Travel Meals	Other	Business Miles	Home Office Utilities, Repairs, Rent, Insurance	Business Purpose / Explanation
<b>Total Side 2</b>								