

# Appointments/Activities

Date: \_\_\_\_\_ Sun. \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thu. \_\_\_ Fri. \_\_\_ Sat. \_\_\_

Time	Who, What, Where, Why (Purpose)	Auto	Bus. Miles	Ch. Miles	Med. Miles
6:00 AM					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
10:00					
10:30					
11:00					
11:30					
12:00 PM					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
ODO begin		End	Total	Totals	

# Tax Diary

Date: \_\_\_\_\_ Sun. \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thu. \_\_\_ Fri. \_\_\_ Sat. \_\_\_

<i>Transportation, Overnight Travel &amp; Misc.</i>				<i>Auto Expenses and Entertainment</i>			
Transportation		Local	Overnight	Automobile		Car 1	Car 2
Parking				Gas			
Auto Rental				Repairs & Maintenance			
Air Fare				Other			
Taxi	Bus			Total			
Other				Entertainment - Activities 1			
Total				Who?			
Overnight				Where?			
Break.		Lodging		Why?			
Lunch		Laundry		Meal		Show	
Dinner		Other		Drinks		Other	
Snacks		Other		Home			
Meal Total		Other Total		Golf/etc.		Total	
Where				Entertainment - Activities 2			
City		State		Who?			
Purpose				Where?			
Business Expenses				Why?			
Advertising				Meal		Show	
Commissions Paid				Drinks		Other	
Comm. - Bus Ph/Cell/Internet/LD				Home			
Insurance, Business				Golf/etc.		Total	
Legal/Professional				Total Entertainment			
Medical Reimbursement				Other Business Expenses			
Miscellaneous				1.			
Office Expenses				2.			
Product				3.			
Property Rent				4.			
Recruiting & Promotions				5.			
Sales Aides				6.			
Seminars / Workshops				7.			
Supplies				8.			
Taxes & Licenses				9.			
Training Aides				10.			
Wages				11.			