

Typical Business Expense Categories

Advertising	Supplies
Auto Expenses	Taxes and Licenses
Health Insurance	Travel
Business Insurance	Meals & Entertainment
Interest Expense	Telephone & Internet
Legal & Professional	Utilities
Repairs and Maintenance	Purchases for Resale

Any expense that, for your business, is "ordinary and reasonable" should also be tracked.

Beside the expense categories above, it is important to keep track of asset purchases (see our asset worksheets).

For auto expenses, keep track of business and personal miles. This provides a way to allocate expenses between business and personal. See our website for additional information.