

YOUR BUSINESS NAME	Total US Miles This Month	0.0	Total Miles Everywhere	0.0	For the Month of	March
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To Enter your business expense, go to the type of expense you wish to enter column and enter each expense from the invoice or other source document.

TO NAVIGATE TO EACH EXPENSE CATEGORY COLUMN IN THE SPREADSHEET, SELECT THE EXPENSE FROM THE CHART-OF-ACCOUNT LIST BAR, CLICK THE EXPENSE AND THE SYSTEM WILL TAKE TO TO THE EXPENSE COMUMN

SEND ▶ ITAX	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	19	20	21	22	23	26	27	28
	Cell/Office Phone	TRUCK	LICENCE	TRUCK	POSTAGE	FUEL TAX	FUEL &	FAX-COMP	TRUCK	TIRES &	PARTS &	TRUCK	TOLLS WGT	OFFICE	BANK & INT	TRUCK STP	MOTELS	CASH EXP	WORK	TRUCK/Trailer	Accounting	Travel	Broker	INSURANCE
Chart-Acc List	Phone Cards	INSURANCE	PERMITS	PARKING	COURIER	SERVICE	HVUT TAX	SRV-INTRNET	REPAIRS	REPAIRS	SUPLIES	WASH	& SCALES	SUPPLIES	CHARGES	MISC EXP	HOTELS	LUMPER	WEAR	LEASE/Rent	LEGAL &	Air/Bus/Taxi	Fees	Driver/DOB

1- Phone/Service																									
2- Diesel Fuel																									
3- Truck Insurance																									
4- License/Permits																									
5- Truck Parking																									
6- Postage																									
7- IFTA Services																									
8- IFTA-HVUT Tax																									
9- Fax-Internet																									
10- Truck Repair																									
11- Tires																									
12- Truck Parts																									
13- Truck Wash																									
14- Tolls-Scales																									
15- Office Supplies																									
16- Bank Charges																									
17- Truck Stop Exp																									
18- Meals & Ent																									
19- Motels																									
20- Work Wear																									
21- Lumper																									
22- Truck/Eq Lease																									
23- Accounting																									
24- Auto Exp																									
25- Home Office																									
26- Travel-Bus Etc																									
27- Broker Fees																									
28- Personal Ins																									
29- Driver Serv																									
30- Mgmt Serv																									
31- Deliver/Admin																									