

THEATRICAL EXPENSES

EXPENSES

UNION DUES	
ACCOMPANIST & AUDITION FEES	
ADVERTISING (Players Guide, ads, flyers, etc.)	
BACKSTAGE TIPS (doormen, dressers, make-up men, etc.)	
BUSINESS MEALS & ENTERTAINMENT (see notes)	
CELLULAR PHONE (percentage used for business)	
COMMISSIONS (agents, managers, etc.)	
COSMETICAL CARE (required by job) - facials/plastic surgery	
DANCE CLASSES	
DEMO TAPES	
DIALECT & LANGUAGE COACHINGS	
DRAMA COURSES	
DRESSING ROOM SUPPLIES (theatre make-up, wigs, etc.)	
GIFTS FOR BUSINESS (Record: who, busn relationship, how much)	
HAIR CARE, BEAUTY PARLOR (specific roles)	
TELEPHONE FOR BUSINESS	
LAUNDRY, CLEANING & UPKEEP OF PROF'L WARDROBE	
LOCAL BUSINESS TRANSPORTATION	
MAINTENANCE OF EQUIPMENT (piano tuning, etc.)	
MESSENGER SERVICE	
MISCELLANEOUS FEES (legal, grants, etc.)	
MUSICAL COACHINGS	
OFFICE EXPENSE (supplies, postage, copying)	
PHOTOS & RESUMES	
PHYSICAL CONDITIONING / MASSAGES (required by job)	
PROFESSIONAL SKILL EDUCATION (fencing, seminars, etc.)	
PROFESSIONAL VIEWINGS (tickets, cover charges, etc.)	
PUBLIC RELATION COSTS / TICKETS FOR AGENTS	
PUBLICATIONS (trade & business)	
RENTALS (studios, equipment, etc.)	
SUB-CONTRACTOR FEES	
THEATRICAL SUPPLIES (scripts, scores, records, tapes, etc.)	
TRAVEL OUTSIDE LOCAL AREA FOR BUSINESS	
VOICE COACHINGS	
WARDROBE (costumes, dancewear, etc.)	

OVERNIGHT TRAVEL EXPENSES

1 EMPLOYER OR PURPOSE	
DATES	
LOCATION	
PER DIEM AMOUNT RECEIVED	
MAJOR TRANSPORTATION (incl. transit. to airports)	
LODGING	
MEALS (Government allowance-list locations & # of days)	
LOCAL TRANSPORTATION	
CAR RENTALS including gas/insurance/parking/tolls	
LAUNDRY & CLEANING	
PHONE (business calls)	
TIPS (maids, porters, bellboys, etc.)	
UTILITIES	

2 EMPLOYER OR PURPOSE	
DATES	
LOCATION	
PER DIEM AMOUNT RECEIVED	
MAJOR TRANSPORTATION (incl. transit. to airports)	
LODGING	
MEALS (Government allowance-list locations & # of days)	
LOCAL TRANSPORTATION	
CAR RENTALS including gas/insurance/parking/tolls	
LAUNDRY & CLEANING	
PHONE (business calls)	
TIPS (maids, porters, bellboys, etc.)	
UTILITIES	

MEALS & ENTERTAINMENT

Records are required to include date / name of entertained person / description of what was discussed (before, during or after) / amount paid / location of event

RECEIPTS

Receipts are required only if amount exceeds \$75. You must maintain accurate books to prove your expenses. So, keep all possible receipts to backup your records.

AUTOMOBILE USED IN BUSINESS – Total Miles driven all year:

Total Miles driven for business

Business Parking and Tolls