

# South Beach Tax and Financial Services

## Travel Agent/Agency Work Sheet

Name \_\_\_\_\_ Tax Year \_\_\_\_\_

Check Applicable Status	<b>GO TO :</b>	if self-employed: The business/Activity Code is 561500 (Enter in <b>Sch. C, item B</b> )	<b>TABLE A</b>	
Self-Employed <input type="radio"/>	▶ Table C below		<b>For employee expenses only</b>	
Employee <input type="radio"/>	▶ Table C & A Below		The expense captions below are in addition to those in Table C, and are not to be used for the self-employed as they are included in Schedule C or on W/S C-1	
<b>TABLE C</b>			<b>DESCRIPTION</b>	<b>AMOUNT</b>
<p><b>*For Self employment</b> , the expense captions below are an expansion of, a supplement to, Sch. C and W/S C-1. Use Sch. C and W/S C-1 <b>FIRST</b> and then supplement with this Worksheet. Enlarge the scope of the interview here. <b>DO NOT</b> repeat any of the expenses captioned on Sch. C or on W/S C-1. Carry to Sch. C as shown below.</p> <p><b>* For an employee</b>, the expense captions below are to be used whenever applicable, and the total will carry to TABLE A as shown below.</p>			<b>Advertising</b>	
			<b>Alarm service-burglaries, fire, etc.</b>	
<b>DESCRIPTION</b>			<b>AMOUNT</b>	
Accreditation/Appointment			<b>Answering service</b>	
Bon voyage gifts/welcome home notes			<b>Bank service charges</b>	
Complimentary items to Customers- Voucher or passport holders/Travel bags/ Luggage tags/Info. booklets (tipping, etc.)/ Currency conversion charts			<b>Clerical services/Public stenographer</b>	
Consortiums/Cooperatives-ASTA, ARTA, GIANT, Woodside, Hickory associates			<b>Contract services/Outside services</b>	
"Fam" (familiarization) trips			<b>Credit Card membership</b>	
"In-bound" travel, unusual costs, contact in other region			<b>Delivery/Freight/Express</b>	
"International" clocks Manuals/Guides - OAG, OHRG, ARC			<b>Educational expenses</b> <b>A-16</b>	
Hotel and Travel Index			<b>Employment seeking expenses</b> <b>A-17</b>	
Messenger/Courier Service			<b>Entertainment/Meals</b> <b>(see A-20)</b>	
"Outside" Agents, unusual costs Postage/ Mailing/Overnight-Tickets/Brochures			<b>Equipment rental</b>	
Newsletters-MCO's (to suppliers)			<b>Gifts</b> <b>(Requires W/S TC-10)</b>	
Reference books/Maps/Atlases(non-depreciable)			<b>Insurance</b>	
"Res" Systems- Airline/Computer ticketing fees Seminars/Shows/Group presentations to potential customers			<b>Internet/DSL/Cable fees</b>	
Subscriptions-"Travel weekly", "Travel Trade", "Travel Agent", "Travel and Leisure"			<b>Meetings &amp; Conventions</b> <b>M-1</b>	
Telephone-long distance, to arrange			<b>Occupational license renewals</b>	
Other:			<b>Postage/FedEx/UPS</b>	
			<b>Printing/Reproduction/Copies</b>	
			<b>Professional dues and expenses</b> <b>M-1</b>	
			<b>Rent on business property (not home)</b>	
			<b>Repairs to equipment</b>	
			<b>Security/Patrol Services/Watchdog</b>	
			<b>Seminars and workshops</b> <b>M-1</b>	
			<b>Subcontracts</b>	
			<b>Supplies office and general</b>	
			<b>Telephone, pager, fax, etc</b> <b>A-9</b>	
			<b>Trade/Technical Books/ Publications/ Periodicals/Tools/Supplies</b> <b>A-10</b>	
			<b>Uniforms</b> <b>A-11</b>	
			<b>Utilities (other than home office)</b>	
			<b>Other:</b>	
			<b>Other:</b>	
			<b>Other:</b>	
			<b>Other:</b>	
Subtotal, for an Employee, Carry to TABLE A----->			----->SUBTOTAL FROM TABLE C----->	
<b>TOTAL</b>	for Self-Employed to Sch. C, line 48 Describe as "From W/S C-12"		<b>Amount from W/S A-99, column A</b> <b>A-99</b>	
			<b>TOTAL for Employee to Form 2106, line 4</b>	
<b>DEDUCTIBLE MILEAGE</b> (not commuting) (requires W/S TC-10)			<b>MILES</b>	
Travel To:			Enter Reimbursement from accountable plans, if any, on Form 2106.  <b>DO NOT</b> net against expenses here.	
Customer site				
"In-plant" office				
Seasonal product launch presentations				
Other:			<b>OTHER TRANSPORTATION COSTS</b> (not commuting)	<b>AMOUNT</b>
			<b>Taxicab, Bus, Subway, etc.</b>	
			<b>Tolls, Parking</b>	
<b>TOTAL To W/S A-32</b> <input type="radio"/> <b>or Form 2106</b> <input type="radio"/>			<b>Total To Form 2106, line 2 or Sch. C, line 48</b>	