

**The Associates LLC Client Expense Worksheet 2021**

**Name:** \_\_\_\_\_

**Year:** 2021 \_\_\_\_\_

**SS#:** \_\_\_\_\_

	<b>Amount</b>
Agent/Manager Commissions	—
Accompanist and/or Assistant Fees	—
Advertising:	—
Headshots	—
Resumes	—
Business Cards	—
Promotional Tickets	—
Other/IMDB	—
Business Gifts (limited to \$25 per person per yr)	—
Backstage Tips	—
Books/Plays/Scripts	—
iTunes/CDs/Netflix, etc	—
Tickets (Concert/Film/Theatre/Rentals)	—
Demo Expense	—
Arrangements/Sheet Music/Score	—
Classes/Seminars/Workshops/Trade Shows	—
Business Meals	—
Costumes / Dancewear / Blacks	—
Hair Care/Makeup Supplies	—
Materials & Supplies/Tools	—
Computer Software/Supplies	—
Office Expense (Copies/Postage/Stationery)	—
Rehearsal / Rental Space for Business	—
Unions - Initiation Fees/Dues	—
Tax Preparation paid in 2021	—
Trade Papers/Magazines	—
Cell Phone (total)	—
Home Phone (total)	—
Internet Service	—
Business Equipment - Repairs	—
Business Equipment - Purchases	—
Other - _____	—
Other - _____	—

Charitable Contributions	_____
Medical Expenses (unreimbursed)	_____
Health Insurance	_____

	<b>Amount</b>
<i>Local Travel</i>	
Total Auto Mileage	
Business miles	
	_____
Parking	_____
Tolls	_____
Cabs/Fares/Uber	_____
<b>Travel:</b>	
<b><i>Tour Travel - national, regional and other out of town W2 work</i></b>	
# of Days out of town	_____
Per Diem received per week	_____
Hotel Exp (if not covered by P/D)	_____
Air fare	_____
Airfare reimbursed for driving	( _____ )
Car Rental	_____
Gas	_____
Parking	_____
Tolls	_____
Telephone	_____
Cab fare	_____
Train fare	_____
Baggage Fees	_____
Other -	_____
<b><i>Business Travel - 1099misc, job search (not paid), not W2 work</i></b>	
# of Days out of town	
Meal Expense	
Hotel Expense	
Air fare	
Car Rental Fee	
Gas	
Parking	
Tolls	
Telephone	
Cab fare	
Train fare	_____
Baggage Fees	_____
Other -	_____