# Business expense tracker

One line per purchase. Keep the receipt with this page.

Month _____ Year _____

| Date | Paid to | What for | Category | Receipt | Amount |
|---|---|---|---|---|---|
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | ☐ | $ |
| | | | | **Total** | $ |

Free from **onlinemoneyhacks.com**. Personal use only.

# Expenses by category

Business costs for the year, one column per month.

Year _____ Business _____

| Category | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Supplies | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | |
| Software | | | | | | | | | | | | | |
| Website | | | | | | | | | | | | | |
| Ads | | | | | | | | | | | | | |
| Fees | | | | | | | | | | | | | |
| Shipping | | | | | | | | | | | | | |
| Phone | | | | | | | | | | | | | |
| Internet | | | | | | | | | | | | | |
| Travel | | | | | | | | | | | | | |
| Meals | | | | | | | | | | | | | |
| Insurance | | | | | | | | | | | | | |
| Legal | | | | | | | | | | | | | |
| Training | | | | | | | | | | | | | |
| Contractors | | | | | | | | | | | | | |
| Rent | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| **Total** | | | | | | | | | | | | | |

# Mileage log

Business miles only. Write them the same day.

Vehicle _____ Odometer start _____ Odometer end _____

| Date | From and to | Reason | Start | End | Miles |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | **Total** | |