



ATI FINANCIAL SERVICES

SUMMARY OF UNREIMBURSED EMPLOYEE OR PARTNER BUSINESS EXPENSES: 2018

CLIENT: \_\_\_\_\_

TRAVEL: LODGING, AIRFARE, RENTAL CAR, ETC (DO NOT INCLUDE MEALS & ENTERTAINMENT) \_\_\_\_\_

OTHER BUSINESS EXPENSES:

- DUES AND SUBSCRIPTIONS
- TRADE PUBLICATIONS AND PERIODICALS
- EDUCATION (TO MAINTAIN/IMPROVE SKILLS FOR CURRENT JOB)
- CELL PHONE, PAGER (BUSINESS PORTION - EXCLUDE PERSONAL USE)
- SUPPLIES
- EQUIPMENT RENTALS
- HOME OFFICE (FROM SEPARATE WORKSHEET)
- OTHER (DESCRIBE)

**TOTAL OTHER BUSINESS EXPENSES** \$ -

MEALS \_\_\_\_\_

ENTERTAINMENT \_\_\_\_\_

VEHICLE EXPENSE (FROM SEPARATE WORKSHEET) \_\_\_\_\_

PARKING, TOLLS, TAXI \_\_\_\_\_

**TOTAL EXPENSES** \$ -

REIMBURSEMENTS FROM EMPLOYER/PARTNERSHIP:

- MEALS
- ENTERTAINMENT
- OTHER THAN MEALS AND ENTERTAINMENT

**TOTAL REIMBURSEMENTS** \$ -