

Administrative Fees and	Communications	Maintenance/Repairs
Office Supplies Accounting Services Calculator Comdata Comcheck Fees Credit Card Fees Fuel Card Fees Transaction Fees Registration Fees ATM Fees, Bank Fees	☐ CB Radio ☐ Cell Phone &	☐ Chrome ☐ Coolant, Anti-Freeze ☐ Diesel Exhaust Fluid ☐ Fuel Additives, Filters ☐ Headache Rack ☐ Hoses & Cables ☐ Oil, Lube ☐ Repairs, Parts, Labor ☐ Signs, Decals, Lettering ☐ Tires & Repairs
Co-Driver, LumpersClipboardComputer SuppliesEnvelopes	Insurance ☐ Bobtail ☐ Cargo Insurance/Claims	☐ Trailer/Tractor Wash ☐ Fuel
☐ Ledger Book ☐ Legal Costs ☐ Paper ☐ Pens, Ruler	Health, Dental, VisionLiabilityOcc./Acc., Work CompPhysical Damage	Factoring FeesEquipmentClean Supplies
 Photocopies, Faxes Postage, Express Mail Receipt Book Stapler & Staples Furniture Prepass TripPak 	Miscellaneous Business Magazines Business Memberships Business Travel (Bus, Train, Plane & Rental Car) Continuing Education DOT Physicals Drug Tests	 ☐ Parking ☐ Tires ☐ Tolls ☐ Tools ☐ Weight ticket ☐ Work clothes

☐ Storage☐ Bug Spray