

# Actors & Performing Artists



8409 Florence Ave. Suite 204  
Downey, CA 90240  
(562) 862-1040

<i>Auto Travel (In Miles) Please keep a detailed MI LOG</i>		<i>Supplies &amp; Expenses</i>	
	MI	Alterations/Repairs to (costumes/wardrobe)	\$
<b>Promotional Expenses</b>		Dry Cleaning (costumes/special occasion wardrobe)	\$
Audition Tapes, Videos & DVD's	\$	Agent/Manager Commissions	\$
Business Cards	\$	Equipment Insurance	\$
Film & Processing	\$	Copy & Print of scripts	\$
Mailing Supplies	\$	Business Gifts- (\$25 Maximum per person)	\$
Professional Photos	\$	Props & Supplies	\$
Resume & Portfolio	\$	Rents-Office, Storage, etc...	\$
Website Development & Hosting	\$	Rents-Equipment & Costumes	\$
Other:	\$	Business Loan Interest	\$
<b>Continuing Education</b>		Dues-Union & Professional	\$
Coaching & Lessons	\$	Business Meals	\$
Dance Training	\$	Special Makeup/Cosmetics	\$
Music & Voice Training	\$	Publications (Trade)	\$
Downloads, CDs & Recording Training	\$	Postage & Office Supplies	\$
Rents-Rehearsal Halls, Studios	\$	Equipment Repairs	\$
Tickets-Performance Audit	\$	Parking Fees & Tolls	\$
Voice Training	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
<b>Out of Town Travel</b>		Other:	\$
Air Fare	\$	Other:	\$
Car Rental	\$	Other:	\$
Tolls & Parking Fees	\$	<b>Equipment Purchases</b>	
Cab, Train, Bus	\$	Audio Systems	\$
Lodging	\$	Camera & Video Equipment	\$
Meals	\$	Cellular & Smart Phone	\$
Communications & WiFi	\$	Computers & Laptops	\$
Laundry	\$	Fax, Copiers & Printers	\$
Housing rental (Jobs less than 1 yr)	\$	Musical Instruments	\$
Other:	\$	Office Furniture	\$
Other:	\$	Speaker Systems	\$
<b>Communication Costs</b>		Tablets & E-Readers	\$
Cellular & Smartphone	\$	Other:	\$
Fax	\$	Other:	\$
Internet	\$	Other:	\$
Skype	\$	Other:	\$
Landline	\$	Other:	\$
Other:	\$	Other:	\$

**\*\*\*Remember to always keep your receipts\*\*\* \*\*\*Deductions are ONLY for unreimbursed expenses\*\*\***

**\*\*\*You cannot claim full value of an expense as a business expense if it can be used for personal use\*\*\***