Business Expense Tracker

e template from Shoeboxed

Pick a category and the sheet fills in the Schedule C line and the deductible amount for you.

shoeboxed.com

Business name: **Tax year:**

Owner: **Prepared for:**

How to use it:

1) One row per receipt. 2) Pick the Category from the dropdown. 3) The Schedule C line and the Deductible amount fill in automatically.

Business % = the share you used for the business (100% for a pure business cost; less for a phone or vehicle you also use personally). Meals are auto-cut to the 50% the IRS allows.

Total deductible: **$381.40**

Date	Vendor	Description	Category	Sched C	Amount	Business %	Method	Deductible
2026-01-12	Staples	Printer paper, pens	Office expense	Line 18	$64.30	100%	Card	$64.30
2026-01-18	Shell	Gas for client drive	Car and truck	Line 9	$52.10	100%	Card	$52.10
2026-02-03	Olive & Vine	Lunch with client	Meals (50%)	Line 24b	$88.00	100%	Card	$44.00
2026-02-15	State Farm	Liability insurance	Insurance	Line 15	$145.00	100%	Transfer	$145.00
2026-02-22	Verizon	Business phone (80% busine	Utilities and phone	Line 25	$95.00	80%	Transfer	$76.00

Business Expense Tracker

e template from Shoeboxed

Pick a category and the sheet fills in the Schedule C line and the deductible amount for you.

shoeboxed.com

Business name: **Tax year:**

Owner: **Prepared for:**

How to use it:

1) One row per receipt. 2) Pick the Category from the dropdown. 3) The Schedule C line and the Deductible amount fill in automatically.

Business % = the share you used for the business (100% for a pure business cost; less for a phone or vehicle you also use personally). Meals are auto-cut to the 50% the IRS allows.

Total deductible: **$381.40**

Date	Vendor	Description	Category	Sched C	Amount	Business %	Method	Deductible

Hand the Schedule C Summary tab to your accountant. Every category total is already lined up with its Schedule C line.

Schedule C Summary

Your deductible totals, rolled up by Schedule C line. This is the pa

Category	chedule C lin	Total deductible
Advertising	Line 8	$0.00
Car and truck	Line 9	$52.10
Commissions and fees	Line 10	$0.00
Contract labor	Line 11	$0.00
Depreciation / Section 179	Line 13	$0.00
Employee benefit programs	Line 14	$0.00
Insurance	Line 15	$145.00
Interest	Line 16	$0.00
Legal and professional	Line 17	$0.00
Office expense	Line 18	$64.30
Pension and profit-sharing	Line 19	$0.00
Rent or lease	Line 20	$0.00
Repairs and maintenance	Line 21	$0.00
Supplies	Line 22	$0.00
Taxes and licenses	Line 23	$0.00
Travel	Line 24a	$0.00
Meals (50%)	Line 24b	$44.00
Utilities and phone	Line 25	$76.00
Wages	Line 26	$0.00
Other expenses	Line 27a	$0.00
Home office	Line 30	$0.00
Total deductible expenses:		**$381.40**

Lines follow the IRS Schedule C (Form 1040). The IRS renumbers a line now and then, so check yours against the Schedule C for your filing year.

Bonus tab: 25% off Shoeboxed (see the '25% off Shoeboxed' tab for details)

Home Office Deduction Log

First check that your space qualifies. Then pick whichever method gives the bigger deduction.

Qualifies (exclusive and regular business use):

- ✓ A spare room or marked-off area used only for the business
- ✓ Where you do the books, billing, and admin, with no other fixed office
- ✓ A separate structure (garage office, studio) used regularly for work
- ✓ An area used regularly to store business inventory or samples

Does NOT qualify:

- ✗ The kitchen table or family den you also use personally (fails exclusive use)
- ✗ A guest room that's an office sometimes and a bedroom other times
- ✗ A space you use only now and then (fails the regular-use test)

How you lose the deduction: using the office for anything personal. One family movie night in the home office and the whole room fails the exclusive-use test. Keep it business-only.

Method 1 - Simplified (no receipts needed)

IRS Publication 587. $5 per square foot, up to 300 sq ft. Maximum $1,500.

Square feet of your home office (cap at 300):	150
Simplified deduction (sq ft x $5, capped at $1,500):	$750.00

Method 2 - Actual expenses (usually the bigger deduction)

Enter home and office square footage. The sheet calculates business-use % and applies it to every line. No c

Home sq ft (total):	2,000
Office sq ft (used only for business):	150
Business use % (auto = office / home):	7.50%

Expense category	Annual cost	Office use %	Deduction
Mortgage interest (or rent)	$21,000	7.50%	$1,575.00
Property taxes	$7,000	7.50%	$525.00
Home insurance	$1,600	7.50%	$120.00
Utilities (electric, gas, water)	$2,400	7.50%	$180.00
Home internet	$1,200	7.50%	$90.00
Repairs & maintenance	$4,000	7.50%	$300.00
Depreciation (consult CPA)	$21,528	7.50%	$1,614.60
		Total deduction (no cap):	**$4,404.60**

	Full automated calculator at shoeboxed.com/home-office-calculator - pulls your home's square footage from your address and computes the tax savings at your bracket.

Bonus tab: 25% off Shoeboxed (see the '25% off Shoeboxed' tab for details)

Business Mileage Log

IRS Publication 463. Four fields per trip is all the IRS needs. 2026 business rate: 72.5¢ a mile before July 1 and 76¢ a mile

Counts as business miles (deductible):

- ✓ To a client, customer, or job site
- ✓ To the bank, post office, or supply store on business
- ✓ Between two business locations
- ✓ To a business conference or a temporary work site
- ✓ To pick up business supplies or inventory

Does NOT count (personal, leave it off):

- ✗ Home to a regular workplace (that's commuting, never deductible)
- ✗ Personal errands, even in a vehicle you also use for work
- ✗ The personal share of a trip that mixed business and personal stops

The big one: if your home office is your principal place of business, driving from there to a client or job site is business, not commuting (Pub 463). Keep the log so you can prove it.

			Year-to-date miles:	63
			Mileage deduction (72.5¢ before July 1, 76¢ from July 1):	$45.68

Date	Destination (name + address)	Business Purpose	Miles	Deduction
2026-01-12	Acme Corp, 100 Main St, Dallas TX	Client kickoff meeting	38	$27.55
2026-01-19	Office Depot, Plano TX	Pick up supplies	16	$11.60
2026-02-04	First National Bank, Dallas TX	Business deposit	9	$6.53

	Hate typing trips? The Shoeboxed app tracks every drive on GPS in the background, texts you the list at end of day, and you reply with which were business. The mileage log fills itself.				

Thanks for grabbing the template.

Here's a little something extra, just for downloading it.

25% OFF SHOEBOXED PRO for 3 months

How to redeem:

1. Visit shoeboxed.com/templatedeal
2. Pick a plan on the pricing page that loads
3. Your 25% off for 3 months is already applied at checkout

If that link doesn't auto-apply, enter this code at checkout:

TEMPLATEDEAL

What is Shoeboxed?

We're a 20-year-old small-business app that turns paper and email receipts into a clean tax-ready database. Snap a receipt with the iPhone or Android app, forward an email, or ship us a shoebox in our Magic Envelope. Our team in Durham reviews and categorizes every receipt, and the totals are ready at tax time. The template you just downloaded works great. The app saves you the typing.

Risk-free: 30-day money-back guarantee on every plan.

shoeboxed.com