Business Expense Report

Categories built from 2.4M+ real small-business receipts. Pub 463 compliant.

Free template from Shoeboxed

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Tax Year		**Month**	
Business name			
Owner / preparer		**Reporting period**	

Use one of these 15 standard categories (built from real Shoeboxed receipt data):
Meals / Entertainment · General Retail · Auto / Fuel · Travel / Transport · Office Supplies · Computer / Internet · Medical / Health · Professional Fees · Utilities · Postage / Shipping · Mileage · Promotion / Advertising · Bank / ATM fees · Insurance · Other

Date	Vendor	Amount	Category	Business Purpose	Notes
	Total expenses	**$**			

Record each expense at or near the time of purchase. Keep records and receipts for 3 years from the filing date (IRS general rule; longer for special cases).

shoeboxed.com/blog/excel-expense-spreadsheet