



Petal & Paper

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Business expense tracker



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B U S I N E S S E X P E N S E S

expense tracker

Common deductible expenses (check with accountant)

- Professional subscriptions and memberships
- Software and tools (proportion for business use)
- Phone (business proportion)
- Travel: public transport, fuel, parking (business only)
- Stationery and office supplies
- Marketing and advertising
- Courses and professional development
- Use of home as office (simplified: £10/month per 25hrs/month worked)

Monthly totals by category

Travel: £__ Subscriptions: £__ Equipment: £__

Marketing: £__ Training: £__ Office: £__

Other: £__ Month total: £__

Receipts filed: ☐ Entered in accounts: ☐

Month: __ Expenses

Date: __ Description: _____

Category: __ Amount: £__

Date: __ Description: _____

Category: __ Amount: £__

Date: __ Description: _____

Category: __ Amount: £__

Date: __ Description: _____

Category: __ Amount: £__

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