

## DSA MiniBook Sample Page

### Personal Vehicle Mileage (Business use Only)

Date	Purpose of Trip	Miles
9/2	Pull Up Publix	14
9/12	Solicit Tom's Shop	11
9/16	Pull Up Super Store	33
9/21	Pull Up Kroger	12
9/24	Pull Up Wegmans	14
<b>Subtotal:</b>		84
Trips to Depot <u>22</u> x <u>35</u> miles =		
<b>Round Trip Mileage Total:</b>		770
<b>Transfer TOTAL for this MONTH:</b>		854
to your <b>Monthly Report, LINE 5</b>		

### Cash Expense - Office Supplies

Date	Supplies Description	Amount
9/4	Pens & Pads	1.99
9/4	Notepads	2.49
<b>Include TOTAL for this MONTH:</b>		4.48
to your <b>Monthly Report, LINE 23</b>		

### Cash Expense - Repair/Maintenance

Date	Description	Amount
9/17	Tires	50.00
9/26	Service	72.50
<b>Include TOTAL for this MONTH:</b>		122.50
to your <b>Monthly Report, LINE 33</b>		

### Business Related Meals

Date	Customer/Location	Amount
9/3	J.R. - Jason's Coffee Shop	5.50
9/12	Tony - Ant's Lunch Stop	3.25
9/16	Mr. D - Taco Taco Taco	8.75
9/26	Brian - MT Donuts R Us	4.10
9/27	Joe - Bob's Market	6.22
<b>Include TOTAL for this MONTH:</b>		27.82
to your <b>Monthly Report, LINE 6</b>		

### Cash Expense - Part time help

Date	Payee Name	Amount
9/3	Johan Alexander	75.00
9/14	Dylan Christopher	50.00
<b>Include TOTAL for this MONTH:</b>		125.00
to your <b>Monthly Report, LINE 25</b>		

### Cash Expense - Gas/Oil/Tolls

Date	Description	Amount
9/8	Gas - Cam's Truck Stop	22.00
9/15	Toll - I-95 Yourtown	1.25
<b>Include TOTAL for this MONTH:</b>		23.25
to your <b>Monthly Report, LINE 34</b>		

### Cash Expense - Miscellaneous

Date	Description	Amount
9/2	Sunglasses	5.50
<b>Include TOTAL for this MONTH:</b>		5.50
to your <b>Monthly Report, LINE 35</b>		