List of Unreimbursed Employee Business Expenses
Potential Deductions

Miscellaneous	Amount
Boards or Licensing Exams	
Books and Study Guides	
Continuing Education	
Computer Supplies	
Conferences Fees	
Copies/Paper	
Dues	
Dry Cleaning Uniforms	
Educational Courses and/or Videos	
Equipment -	
Fees - Misc and Regulatory	
Gifts (small -limited to $25 per person)	
Job Search (also see below)	
Journals	
Legal Fees (job related but not visa related)	
Licenses	
Malpractice and Other Business Insurance	
Office Supplies	
Office Furniture (for work office not home)	
Organizer/PDA	
Postage	
Printer	
Seminars	
Software	
Small Tools	
Tuition	
Uniforms (not clothing suitable for everyday use)	
Union Dues	

Computer and Cell Phone

You can claim a deduction for a computer and/or cell phone that you use in your work if its use is (1) for the convenience of the employer - which means use during your regular working hours to carry on your employer's business - and (2) you cannot properly perform your duties without the computer or cell phone. You can only deduct business not personal use.

Computer Cost		Business Use %	
Cell Phone Cost		Business Use %	
Cell Phone Usage		Business Use %	

List of Unreimbursed Employee Business Expenses
Auto, Travel and Meals and Entertainment

Auto

In general, car expenses for travel between jobs or to clients' locations are deductible. Travel between a regular job and a temporary jobsite, or between a regular job and a second job, is also deductible. Additionally, travel between a second job location and a temporary job or client's office is deductible. The general rule is that the travel must be for work, but not for the taxpayer's regular commute. The cost of traveling between the taxpayer's home and regular place of business is never deductible. However, the cost of traveling between a taxpayer's home and a temporary work site (not your regular work site) should be deductible. You need to be able to document your work related car mileage by a car mileage log book or other written documentation.

Auto 1

Lease _____
Gas _____
Oil Change _____
R&M _____
Insurance _____
Registration _____
Tolls _____
Parking _____

Auto1

Year/Make/Model: _____

Purchase Date/Price: _____

Business/Work Miles: _____
Commuting Miles: _____
Personal Miles: _____

Total Miles for Year: _____

Auto 2

Lease _____
Gas _____
Oil _____
R&M _____
Insurance _____
Registration _____
Other _____
Tolls _____
Parking _____

Auto 2

Year/Make/Model: _____

Purchase Date/Price: _____

Business/Work Miles: _____
Commuting Miles: _____
Personal Miles: _____

Total Miles for Year: _____

Auto 3

Lease _____
Gas _____
Oil _____
R&M _____
Insurance _____
Registration _____
Other _____
Tolls _____
Parking _____

Auto 3

Year/Make/Model: _____

Purchase Date/Price: _____

Business/Work Miles: _____
Commuting Miles: _____
Personal Miles: _____

Total Miles for Year: _____

List of Unreimbursed Employee Business Expenses
Auto, Travel and Meals and Entertainment

Business Travel

If you travel away from home overnight on business you may deduct related expenses, including the cost of reaching your destination, the cost of lodging and meals and other ordinary and necessary expenses. You generally cannot deduct travel expenses you pay for a spouse, dependent or friend who accompanies you on personal or business travel. Examples of deductible travel may include traveling for a board or examination, or attending a conference or convention. **You can also use this section to list Job Search Costs or Moving Costs.**

Trip 1

Destination: _____

Purpose: _____

Tolls _____
Dry Cleaning _____
Misc _____
_____

Airfare _____
Train _____
Taxi _____
Car Rental _____
Hotel _____
Meals _____

Trip 2

Destination: _____

Purpose: _____

Tolls _____
Dry Cleaning _____
Misc _____
_____

Airfare _____
Train _____
Taxi _____
Car Rental _____
Hotel _____
Meals _____

Trip 3

Destination: _____

Purpose: _____

Tolls _____
Dry Cleaning _____
Misc _____
_____

Airfare _____
Train _____
Taxi _____
Car Rental _____
Hotel _____
Meals _____

Trip 4

Destination: _____

Purpose: _____

Tolls _____
Dry Cleaning _____
Misc _____
_____

Airfare _____
Train _____
Taxi _____
Car Rental _____
Hotel _____
Meals _____