

UNREIMBURSED EMPLOYEE EXPENSE WORKSHEET

<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
Business Gifts (\$25 /person per year)	<input type="text"/>	Printing	<input type="text"/>
Business Phone & Internet	<input type="text"/>	Professional Dues & Publications	<input type="text"/>
Technical References	<input type="text"/>	Professional Liability Insurance	<input type="text"/>
Trade Journals	<input type="text"/>	Safety Equipment	<input type="text"/>
Computer Repairs & Upgrades	<input type="text"/>	Uniform & Laundry Expense	<input type="text"/>
Continuing Education	<input type="text"/>	Military - Cleaning	<input type="text"/>
Credential Renewal	<input type="text"/>	Military - Lodging	<input type="text"/>
Customer Advertising	<input type="text"/>	Military - Uniforms	<input type="text"/>
Out of Town Travel	<input type="text"/>	Car Expense*	<input type="text"/>
Union Dues	<input type="text"/>		<input type="text"/>
License Fees	<input type="text"/>		<input type="text"/>
Meals & Entertainment (Business Only)	<input type="text"/>		<input type="text"/>
Work Tools	<input type="text"/>		<input type="text"/>
Office Supplies	<input type="text"/>	Other	<input type="text"/>
Postage & Express Mail	<input type="text"/>	TOTAL	<input type="text"/>

***For car related expenses, please fill out the Auto Deductions Worksheet.**