

UNREIMBURSED EMPLOYEE EXPENSE WORKSHEET

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

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