

Unreimbursed Employee Expenses

Expenses

Vehicle- What year was the vehicle placed in service? _____

Total mileage the vehicle was driven during the year _____

Total business miles the vehicle was driven during the year _____

Total commuting miles driven during the year _____

Parking fees, tolls and transportation _____

Travel expenses (lodging, airplane, car rental etc.)
while away from home overnight (do not include
meals) _____

Business liability insurance premiums _____

Dues to professional organizations _____

Licenses and regulatory fees _____

Protective clothing _____

Safety equipment needed for work _____

Uniforms not suitable for ordinary wear _____

Union dues and expenses _____

Work-related education _____

Professional accreditation fees _____

Tools and supplies used at work _____

Other _____

Other _____

Meals and entertainment expenses _____

Note- Meals and entertainment are deductible if incurred while traveling on business or while entertaining a client, customer or employee.

List any reimbursements received from your employer that were **NOT** included in Box 1 of Form W2. _____

****Note****-A home office expense may be available if it benefits the employer, is used 100% of the time for business only and follows the guidelines set forth for a home office.

Declaration: I have provided the information on this form to the best of my knowledge and hereby declare it is complete and ready for the preparation of my/our tax return. Where business deductions shown, I acknowledge having spent these amounts and have kept a log or diary of such activities, pursuant to section 274 (a) and can fully substantiate such deductions.

Signature

Date