

Some taxing authorities allow you to deduct expenses that are ordinary and necessary for your line of work and that help you do your job. (If your employer reimburses you and doesn't include the payment on your W-2 form, you won't be able to take a deduction for those expenses.)

Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

### 1. Professional Fee and Dues

- \$ \_\_\_\_\_ Association dues
- \$ \_\_\_\_\_ Credentials/License
- \$ \_\_\_\_\_ Parent Teacher Association (PTA/PTSA)
- \$ \_\_\_\_\_ School dues
- \$ \_\_\_\_\_ Union dues
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 2. Continuing Education & Professional Development

- \$ \_\_\_\_\_ Correspondence Online Course fees
- \$ \_\_\_\_\_ Course registration
- \$ \_\_\_\_\_ Lab fees
- \$ \_\_\_\_\_ Materials & supplies
- \$ \_\_\_\_\_ Reference material
- \$ \_\_\_\_\_ Research expenses
- \$ \_\_\_\_\_ Seminar fees
- \$ \_\_\_\_\_ Textbooks
- \$ \_\_\_\_\_ Tuition
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 3. Mileage (own vehicle)

- \_\_\_\_\_ Away from home overnight
- \_\_\_\_\_ Between jobs or job locations
- \_\_\_\_\_ Continuing education
- \_\_\_\_\_ Field trips
- \_\_\_\_\_ Meetings
- \_\_\_\_\_ Purchasing job supplies & materials
- \_\_\_\_\_ Professional society meetings
- \_\_\_\_\_ School functions
- \_\_\_\_\_ Seminars
- \_\_\_\_\_ Other: \_\_\_\_\_

### 4. Travel Costs

- \$ \_\_\_\_\_ Airfare
- \$ \_\_\_\_\_ Car Rental
- \$ \_\_\_\_\_ Laundry
- \$ \_\_\_\_\_ Lodging
- \$ \_\_\_\_\_ Meals
- \$ \_\_\_\_\_ Parking/Tolls
- \$ \_\_\_\_\_ Uber/Lyft/Taxi
- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Car Mileage (own vehicle)

### 5. Classroom Supplies & Teaching Materials

- \$ \_\_\_\_\_ Apps & software
- \$ \_\_\_\_\_ Arts & crafts materials
- \$ \_\_\_\_\_ Audio-Visual rentals/supplies
- \$ \_\_\_\_\_ Books
- \$ \_\_\_\_\_ Classroom decorations
- \$ \_\_\_\_\_ Computer software
- \$ \_\_\_\_\_ Magazines/Newspapers/Subscriptions
- \$ \_\_\_\_\_ Paper
- \$ \_\_\_\_\_ Party supplies
- \$ \_\_\_\_\_ Printing
- \$ \_\_\_\_\_ Stationery
- \$ \_\_\_\_\_ Student prizes & awards
- \$ \_\_\_\_\_ Teachers Pay Teachers expenses
- \$ \_\_\_\_\_ Trophies
- \$ \_\_\_\_\_ Visual aids
- \$ \_\_\_\_\_ Computer/laptop
- \$ \_\_\_\_\_ Gifts: class volunteers, faculty
- \$ \_\_\_\_\_ Other: \_\_\_\_\_