

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. Auto Travel

- \_\_\_\_\_ Between jobs or job locations (mi.)
- \_\_\_\_\_ Client meetings (mi.)
- \_\_\_\_\_ Continuing education (mi.)
- \_\_\_\_\_ Job seeking (mi.)
- \_\_\_\_\_ Out of town business trips (mi.)
- \_\_\_\_\_ Purchasing job supplies & materials (mi.)
- \_\_\_\_\_ Professional society meetings (mi.)
- \$ \_\_\_\_\_ Parking fees
- \$ \_\_\_\_\_ Tolls
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 2. Travel Costs

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

### 3. Professional Fee & Dues

- \$ \_\_\_\_\_ Association dues
- \$ \_\_\_\_\_ Licenses
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 4. Continuing Education

- \$ \_\_\_\_\_ Correspondence course fees
- \$ \_\_\_\_\_ Course registration
- \$ \_\_\_\_\_ Materials & supplies
- \$ \_\_\_\_\_ Photocopy expense
- \$ \_\_\_\_\_ Reference material
- \$ \_\_\_\_\_ Seminar fees
- \$ \_\_\_\_\_ Textbooks
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 5. Telephone & Internet

- \$ \_\_\_\_\_ Cell phone purchase
- \$ \_\_\_\_\_ Cell phone accessories
- \$ \_\_\_\_\_ Cell phone monthly
- \$ \_\_\_\_\_ Internet monthly
- \$ \_\_\_\_\_ Cell Phone Apps
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

### 6. Expenses

- \$ \_\_\_\_\_ Advertising
- \$ \_\_\_\_\_ Bank Charges
- \$ \_\_\_\_\_ Bookkeeping
- \$ \_\_\_\_\_ Business Meals (enter 100%)
- \$ \_\_\_\_\_ Business Cards
- \$ \_\_\_\_\_ Temporary Labor

### 7. Business Development

- \$ \_\_\_\_\_ Event Costs
- \$ \_\_\_\_\_ Promotional Items