



Unreimbursed Employee Expenses

Occupation/Profession

W2's/Wage Statements

Common Unreimbursed Employee Expenses

Advertising & Marketing

Airfares

Books/Subscriptions/Magazines

Conventions and Trips

Correspondence Courses - Education

Dry-cleaning & Laundry

Dues - Professional

Education & Classes

Entertainment Expenses

Equipment

- ➔ Tools
- ➔ Computer, Printer, Software
- ➔ Electronics, Telephone, Office Systems/Machines
- ➔ Office Furniture
- ➔ Improvements

Foreign Travel Costs

Furniture

Gifts to Clients or Employee Incentives

Hotel Costs & Lodging



Home Office

- ➔ Total Sq. footage of Home
- ➔ Sq. footage of office used exclusively & as primary place of business
- ➔ Mortgage Interest/Property Taxes paid
- ➔ Rent paid
- ➔ Utilities to include Water, Sewer, Trash
- ➔ HOA fees
- ➔ Depreciation - Purchase price of home (incl. Property Tax Bill)

Internet Expense

Job Hunting Costs

Labor Union Dues

Legal & Professional Expenses

Local Transportation

Moving Expenses

Office Supplies

Parking & Tolls

Protective Clothing

Telephone & Communications Expense

Trade Association Dues

Uniforms & Work Clothes - reqd to keep job and not suitable for wear when not working

Vehicle Deductions

- ➔ Total Mileage for year with breakdown - Business, Commuting & Personal
- ➔ Actual Costs - Gas, Repairs, Car Insurance
- ➔ Owned Vehicles - Year, Model & Purchase Price of Vehicle



Common Unreimbursed Military Employee Expenses

Military haircuts

Cellular phone for Military business

Civilian Education

Cost of applying or buying insignias

Dry-cleaning - Cost of Uniform maintenance

Dues to Professional Organizations

Equipment used for military use (electronics/computers/cell phones)

Expenses not covered by orders

Social Functions that you are ordered to attend

Travel meals and costs not reimbursed

Tolls & Parking fees

Uniform purchases not reimbursed

Unreimbursed Meals while on duty status

Weapons & Ammunition not reimbursed