

# Educator Expenses

This worksheet is for Teachers, Instructors, Counselors, Principals and Aides who work in a **K-12 school** and work at least **900 hours** in a school year (about 22 ½ 40-hour weeks).

## Classroom Expenses

<b>Enrichment</b>	
Arts & Crafts	
Audio / Visual	
Books	
Movies / Rentals	
Prizes / Awards	
Party Supplies	
<b>Other</b>	
Attendance Books	
Room Decorations	
Food / Snacks	
Grade Books	
Photo printing	
Printing / Copying	

## Professional

<b>Dues</b>	
Union Dues (not PAC)	
Professional Orgs	
<b>Licenses / Certificates</b>	
<b>Education</b>	
Seminars	
Continuing Education	
Tuition / Books	
<b>Journals &amp; Publications</b>	
<b>Liability / E&amp;O Insurance</b>	
<b>Legal Services</b>	
<b>Job Search Expenses</b>	
Resume services	
Postage	
Mileage	

## Miscellaneous

<b>Office Expense</b>	
Business Cards	
Computer Supplies	
Office Supplies	
Photocopying / Printing	
Postage & Shipping	
Stationery	
<b>Supplies (non-office)</b>	
Tools / Equipment	
<b>Medical Exam</b> (required by employer)	

## Telephone

Business/Fax (2nd) Line	
Business Cell Phone	
Beeper / Pager	
Business Internet (100% non-personal)	

## Vehicle / Meals / Travel / Entertainment:

See "Vehicle, Meal, Travel & Entertainment" worksheet

## Qualified Home Office:

See "Home Office" worksheet

## Equipment Purchases

Description	Cost	Purchase Date
Computer		
Printer		
Software		
Scanner		