

Employee Business Expenses

Professional

Dues	
Union Dues (not PAC)	
Professional Orgs	
Licenses	
Uniforms / Clothing	
Work boots	
Safety gear	
Uniforms	
Logowear	
Education	
Seminars	
Continuing Education	
Tuition / Books	
Journals & Publications	
Liability / E&O Insurance	
Legal Services	
Job Search Expenses	
Resume services	
Postage	
Mileage	

Miscellaneous

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

Teachers/Educators & Law Enforcement
Professionals, see specialized worksheets.

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		